Vocational-Technical Education
Enhancement Grant Award Program

ENHANCEMENT GRANT PLANNING GUIDE AND ADMINISTRATIVE MANUAL

Fiscal Year 2025

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

Office of College and Career Readiness

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This document may be accessed at:
https://dese.mo.gov/college-career-readiness/career-education/program-management-accountability-finance#CareerEducationGrants

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11	Physical Improvements/Renovations	Added renovation definition from ePeGS and added the DESE Accounting Manual object code explanation
13	1.a.i.1.	Examples of a renovation
20	Family Consumer Sciences and Human Resources	Changed HTMP to HTM

Only changes that have a potential impact on LEA grant administration are included in this table. Other changes are grammatical in nature or clarifying statements.

Enhancement Grant FY25 Application Checklist

☐ The FY25 EGFV4 spreadsheet was used. Spreadsheets from previous years are **not valid**.

    o Please save the EGFV4 in the following format prior to uploading it into Compliance Plans in DESE Web Applications: Local Education Agency (LEA) Name-EGFV4-FY25

    o Upload the EGFV4 into Compliance Plans in DESE Web Applications by 11:59 PM, February 28, 2024.

        ▪ **Any changes made to the structure of the spreadsheet will render the application invalid.**

        ▪ **Grants submitted after the due date will not be reviewed.**

☐ The EGFV4 only includes items the LEA plans to purchase, reflects the intended quantity the LEA plans to purchase, and provides an accurate and fair market price of items the LEA plans to purchase based upon federal procurement procedures.

☐ Each line of the EGFV4 that lists an item contains complete information.

    o Drop-down lists were used (where available).

    o All cells contain information related to the item being requested **(no blank cells)**.

☐ No items under $200 were requested on the EGFV4.

    o Only one item was requested per line. Do not group items together. A kit or a set counts as one item.

☐ Supporting documentation must also be uploaded along with the EGFV4. This may include:

    o details on any facility renovations

    o DESE program approval letter for any new programs, including Project Lead the Way (PLTW) or similar programs, approved after July 1, 2023, for which funds are requested

        ▪ If requesting items on or near a 1:1 basis**, please note if it has been less than three years since the program was approved.** This will impact quantity approved as 1:1 approvals are based on three-year concentrator average.

    o details for cloud or similar computing systems

    o details and cost sharing ratios for any items to be used by other than students or staff not affiliated with the high-demand occupation for which funds are requested

    o data substantiating any requests for funds for occupations not on the annual statewide or regional listings of high-demand occupations

    o advisory council members and meeting dates for each program area for which funds are requested

☐ The secondary programs listed on the EGFV4 are approved and are in compliance with approved program assurances listed on appendix X. (Please note that certain assurances can and will be verified.) Funding for items in programs that are not in compliance with these assurances will be denied.

☐ The postsecondary programs listed on the EGFV4 are approved with the Missouri Department of Higher Education and Workforce Development (DHEWD) and DESE.

    o You can verify that the program is approved with DESE by referring to the [Program Directory](#).

        ▪ Adult programs are also found in the Program Directory.

    o You can verify that the program is approved with DHEWD by visiting https://web.dhewd.mo.gov/collegedegreesearch/.

ELIGIBLE ENTITIES

Eligible entities shall include public high schools, area career centers, and community colleges that operate DESE-approved occupational preparatory (long-term) career and technical education programs/courses that align with high-demand occupations. School districts with an area career center must submit one grant that includes requests for that center as well as all district high schools. For the purpose of this grant, eligible entities are herein referred to as the LEA.

GOAL

The goal is to expand and enhance the quality of Missouri's occupational preparatory (long-term) career and technical education programs through improved alignment with business and industry occupational training needs and increase emphasis on training in high-demand occupations that have been determined to be in critical shortage.

RATIONALE

The Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to enhance career and technical education in public high schools, area career schools, and community colleges. The funds made available through the program focus on the initiation of new and the improvement of existing occupational preparatory (long-term) career and technical education training programs, curriculum enhancement, instructional equipment, and facility improvement, particularly in high-demand occupations.

MINIMUM REQUIREMENTS

DESE-approved CTE programs and courses that are identified with high-demand occupations are eligible for funding. Requests for Vocational-Technical Education Enhancement Grant funding shall minimally consist of the following components:

1. A properly submitted budget for each approved career and technical education program by CIP code for which grant funds are being requested.
2. The budget shall be developed which details all major expenditure categories and itemizes all instructional equipment purchases. Instructional equipment purchases with grant funds shall have prior approval of the Office of College and Career Readiness and be appropriate to the instructional content of the career and technical education course or program.
3. Grant funds may also be requested for new occupational preparatory (long-term) career and technical education programs. Any budget requests for a new program must include documentation of DESE approval of the new program. **Documentation indicating program approval after July 1, 2023, must be uploaded into the DESE Web Applications along with the grant application.**
4. The budget must be developed using the current FY25 EGFV4 spreadsheet found on the DESE website to be eligible for funding. This spreadsheet, along with supporting documentation when required, must be submitted as a state compliance plan into the DESE Web Applications. Required documentation includes specific details for any type of facilities renovation; requests for cloud or similar computing systems; cost-sharing data for items to be used by non-CTE students or staff; requests for consideration of funds to be used for programs not on the high-demand list based on local or regional data; requests for funds for new programs requires DESE program approval before and must be submitted for review between July 1-May 1.
5. A plan, developed by an advisory committee with no fewer than twelve (12) members, that is composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders, and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient received an initial grant under this grant award program.
6. LEAs that apply for grant funds after receiving an initial grant award shall submit a description of the accomplishments made toward the implementation of their initial plan and any modifications to their initial

plan. It is not required that the LEA submit this plan; it is required that the plan is available for review when requested.

GRANT ASSURANCES

The applicant must assure that:

1. The secondary programs listed on the EGFV4 are approved and are in compliance with approved program assurances listed on appendix X. (Please note that certain assurances can and will be verified.)
2. The EGFV4 only includes items the LEA plans to purchase, reflects the intended quantity the LEA plans to purchase, and provides an accurate and fair market price of items the LEA plans to purchase based upon federal procurement procedures.
3. Fiscal and property management control and fund accounting procedures are in place and operational.
4. Funds from local sources will be allocated and expended for instructional equipment for career and technical education programs as described in the grant proposal in an amount equal to or greater than 25 percent of the grant expenditure for this purpose.
5. Funds from local sources will be allocated and expended for allowable purposes other than instructional equipment as delineated in the grant proposal in an amount equal to or greater than 50 percent of the grant expenditure for these purposes.
6. Expenditure of grant funding shall align with the budget approved by DESE or subsequent state-approved budget revisions.
7. An advisory committee meeting the requirements of 5 CSR 20-200 (2)(B) has been established and the names and affiliation of each member is available for review at the local level.
8. The grant recipient will comply with all DESE reporting requirements relating to this grant award program.
9. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation. These standards will be revised to meet or exceed the Missouri Learning Standards adopted by the State Board of Education.
10. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (applies only to local education agencies and/or institutions of postsecondary education that have not previously received grant funds).
11. Prior to the close of the fiscal year of the grant award, a report will be forwarded to DESE describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (applies only to LEAs that have previously received grant funds).
12. Funds for facility improvement must be detailed in the request for grant funding and approved by appropriate personnel at DESE. Any facility improvement or renovation expenditure charged to grant funds, in total or in part, must be directly tied to improved instruction and learning, and must comply with grant guidelines for allowed and disallowed costs as detailed in this guide, and all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
13. All instructional equipment and non-consumable supply purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained from appropriate DESE personnel, or disposed of under DESE regulations regarding equipment disposition.
14. Records for this grant should be kept for a period of three years and provide such information as may be necessary for the fiscal program audit and for program evaluation. The grantee shall provide DESE, or its designee, any information it may need to carry out monitoring, auditing, or evaluative responsibilities under the programs.
15. All expenditure of funds awarded through this grant shall be in accordance with fiscal allowances and limitations identified within this document.
16. Electronic, online submission of an application for Vocational-Technical Education Enhancement Grant funding shall be considered as bearing the electronic signature of chief administrator of the school or community college district, and such action indicates full acceptance of all assurances by the applicant.
17. All grant funds must be incurred and expended, not merely encumbered, prior to submission of the Final Expenditure Report, and all requests for reimbursement of expenditures with grant funding shall be

submitted by the grantee no later than that same date. Schools are highly encouraged to have all funds obligated and expended by April 1, 2025.

18. All grant awardees must submit a Final Expenditure Report (FER) before May 31, 2025. Failure to do so will cause that grant recipient to be ineligible for a grant award the following fiscal year.

FUNDING AND EXPENDITURE LEVELS

The LEA may <u>request</u> no more than $1,000,000. Note that no more than $750,000 shall be awarded.

The LEA must match the requested grant funds for instructional equipment/capital outlay expenditures on at least a 25 percent local/75 percent state basis and for other expenditures on at least a 50 percent local/50 percent state basis.

Grants will be limited by the funds appropriated annually by the Missouri General Assembly, by annual funding priorities, and by amount of demand for funding. Therefore, DESE reserves the right to reduce the amount requested due to the availability of funds.

NEW The LEA is expected to expend all the grant award; however, extenuating situations may arise that make this difficult. If the LEA expends less than 80% of the award for more than two consecutive years, it may face a reduction with the subsequent grant award. The LEA should notify the DESE Program/Budget Contact person at any time following the submission of the Enhancement Grant application if they anticipate not being able to meet the expectations and obligations of this grant.
- DESE Program/Budget Contact email: Lori.Brown@dese.mo.gov

PROPOSAL FORMAT

Applications will consist of a two-step electronic submission.
- Financial information will be submitted using the Excel-based EGFV4, available online at https://dese.mo.gov/college-career-readiness/career-education/program-management-accountability-finance. Open the Career Education Grants green bar to view the EGFV4 option.
- The narrative information will be submitted through the Compliance Plan component of DESE's secured Web Applications, available online at https://apps.dese.mo.gov/webLogin/login.aspx.

As noted above, the Excel-based EGFV4 will be the format used for applicant submission of the grant's budget. The EGFV4 will continue to be used for state review of the budget, along with any changes as deemed necessary by either DESE or LEA before the final grant award is determined. The EGFV4 shall be uploaded as an attachment to the Compliance Plan web application narrative responses. **Please save the EGFV4 as follows: LEA Name-EGFV4-FY25.**

Only one grant award is available per LEA, and is to include all programs for which funding is sought included in the same EGFV4-based budget. Eligible applicants consist of Missouri public high schools, area career centers, and community colleges.

Once the final grant award is established, the grantee must enter the budget into ePeGS not later than midnight, September 30, 2024.

DUE DATES

The EGFV4 application spreadsheet/budget and all required documentation must be submitted through DESE's online Compliance Plan web application no later than **February 28, 2024**. Grant applications submitted after that date will be reviewed only if funds are available after reviewing and funding those grants submitted on time. **Please save the EGFV4 in the following format: LEA Name-EGFV4-FY25 before uploading it into Compliance Plans.**

GRANT AWARD

July 1, 2024, through April 1, 2025. (Note: The fiscal year for the Enhancement Grant is July 1, 2024, through June 30, 2025; however, grant funds should be obligated and expended by April 1 in order to assure payments made to

the grantee occur after they have expended the funds.) **It is the expectation that items purchased be ordered, received, installed, and available for student instruction by December 31 of each year.**

DELIVERABLES

Approved grant recipients must submit all requests for reimbursement of expenditures to DESE through the ePeGS on or before **April 30, 2025**. The grantee may use the FER as a final expenditure request.

Approved grant recipients must submit an FER as instructed in appendix VIII, Part D, of this document between **April 1, 2025, and May 31, 2025**.

PROJECT SUMMARY: A grant-year project summary describing gains made in the roll out of each funded program's plan to improve instruction, student achievement, and career preparedness must be submitted to DESE on or before **May 15, 2025.** The report must include an accounting of those measurable objectives which were met, along with those either not met during the grant period or determined as no longer applicable to the improvement plan. The report should provide a description as to the extent grant funding contributes to program improvement and/or continued viability. It should be submitted to enhancement@dese.mo.gov or directly to Lori.Brown@dese.mo.gov. Place "FY25 Project Summary" in the subject line. See appendix XI for additional information and writing prompts.

Guidance on Financial Allowances and Limitations

Grant funds must be appropriate to the instructional content of the occupational preparatory (long-term) career and technical education program(s) operated, or proposed to be operated, by the applying LEA. **The final determination of said appropriateness shall be determined by DESE's designated director(s) for the state-approved career and technical education program(s) for which funding is requested.**

Grant funds shall only be expended during the fiscal year awarded. Grant funds must be matched with local funds in an amount equal to or greater than 25 percent for instructional equipment expenditures and 50 percent for all other expenditures. Federal or state funds may not be used to match the Enhancement Grant.

Funds paid for unauthorized or disallowed reimbursement will be subject to repayment to the State of Missouri, with the potential addition of interest.

ALLOWED COSTS (Items are for and to be used by approved CTE programs only.)
1. Instructional equipment (reimbursement not to exceed 75 percent of purchase price) which may be replaced no more frequently than after being in use for three years, and must meet the following definitions:
   a. Be directly related to the instruction of the career and technical education program;
   b. Be tangible, nonexpendable property having a useful life of more than three years and an acquisition cost of $1,000 or more per unit.
   c. **ADDITION** Be used by the teacher to deliver instruction and/or by the student as a means of learning.
      i. Shipping costs for items with a unit cost of over $1000 is allowed. Shipping shall not be used to calculate the unit cost of an item; it is in excess of the unit cost.
2. Non-consumable instructional supplies (reimbursement not to exceed 50 percent of purchase price) which may be replaced no more frequently than after being in use for three years, and must meet both of the following definitions:
   a. Be directly related to the career and technical education instructional program;
   b. Be tangible and nonexpendable having a useful life of more than three years and an acquisition cost of $200 to $999.99 per unit.
3. Other allowable costs (reimbursement not to exceed 50 percent of purchase price) include

a. Computer software, including annual site license fees ($200 minimum cost). Such purchases must comply with the limitations placed on 1:1 or near 1:1 instructional equipment and/or non-consumable supplies purchases.
b. Wired and wireless network or internet connections ($200 minimum cost). LEA must be able to provide assurance that such connections will be used primarily for students in high-demand courses or programs the request has been connected to. Cloud systems are allowable under the following conditions:
    i. The system is used exclusively for the high-demand occupation under which the request was made
    ii. The system is used primarily by CTE students enrolled in the high-demand occupations
    iii. LEA must prorate such systems based on a ratio of the attendance of CTE students enrolled in the high-demand occupation for which the request has been made and attendance of non-CTE students enrolled and accessing the system. The LEA must submit a detailed explanation for such expenditure along with the grant application.
4. Installation costs associated with new instructional equipment ($200 minimum cost; does not include labor; does not include disposal if replacing an item) See #11 under Disallowed Costs for stipulations relating to installation costs.
5. Service contracts/maintenance agreements for program specific software ($200 minimum cost). Such contracts shall not exceed the fiscal year of the grant of July 1, 2024, through June 30, 2025.
6. Instructor training ($200 minimum cost and not more that 25 percent of the requested grant funding)
7. Storage cabinets for program specific equipment storage($200 minimum unit cost) with maximum reimbursement at 50 percent
8. Curriculum enhancement consisting of purchased curriculum materials
9. Certain facility modifications necessary for enhanced instructional delivery ($200 minimum unit cost). The LEA **must submit** a detailed explanation for such expenditure along with the grant application. This shall be classified as a renovation as it is modifying the existing structure.
10. Shipping is allowable on items. Shipping costs shall not be used to calculate the unit cost of an item; it is in excess of the unit cost.
11. Desktop, desktop computer, and computer stations are all assumed to be one computer unit consisting of a computer, monitor, keyboard, mouse, and other necessary items. (See Limitations on Allowable Costs section for more information.)
    a. Workstations and computer workstations are considered to be the furniture where the desktop computer is located. Furniture is not an allowed expenditure.

MINIMUM UNIT COST IS $200 FOR ALL ITEMS.

LIMITATIONS ON ALLOWABLE COSTS

1. If you are requesting items on or near a 1:1 basis, meaning one item for one student, please review this section carefully.

   Provision of instructional equipment and/or non-consumable supplies for student use on an actual or near 1:1 basis is eligible for reimbursement from grant funding with the following limitations:
   a. For occupational preparatory career and technical education programs that have been state-approved and in place for three or more years, such purchases may be subject for grant approval based on one of two scenarios related to the grantee's number of CTE concentrators in the appropriate career cluster:
       i. In instances where the three-year average number of CTE concentrators for the course offering for which funding is sought is at or below DESE's maximum recommended standard for students per teacher (33 students), eligible reimbursement for the class shall be limited to a number of units not to exceed the three-year concentrator average; or
       ii. In instances where a grantee's overall three-year average for any of the 16 CTE career cluster concentrations is above the DESE's maximum recommended standard for students per teacher, expenditure of grant funding shall be available for 1:1 student to instructional

equipment or non-consumable supply or material for any cluster-aligned course. Per eligible course, the total number of allowable units shall be the lesser of the peak number of students enrolled at a given time or DESE's maximum recommended enrollment for a class (33).

1. (Note: When determining the level of line item funding to approve for a grantee for instructional equipment and/or non-consumable supplies to be provided for student use at or near a 1:1 basis, DESE will use a projected level of concentrators based upon actual numbers from 2020-2023, and which may factor increasing or declining trends. However, the grantee will be responsible for using the data from 2021-2023 to determine the actual three-year average of concentrators.

b. Concentrator reports can be found on the DESE data portal: https://apps.dese.mo.gov/MCDS/home.aspx. The Program Area to Career Cluster crosswalk can be found in appendix II of this manual. See appendix IX to view steps on how to view concentrator counts in each cluster.

c. Exceptions to these limitations will require written authorization from DESE and will be subject to close scrutiny prior to such approval. The burden of supporting evidence to demonstrate that the above formulaic options present undue challenges for any portion of an application shall rest entirely on the grantee.

d. Applications submitted for eligible courses in programs that have been state-approved and in place for less than three years, or new for the upcoming school year, will be subject to negotiated numbers of units for which eligible reimbursement will be authorized.

   i. **If requesting items on a 1 to 1 basis, please note on the EGFV4 if the program has been in place for less than three years.**

e. Police cars, ambulances, firetrucks, bucket trucks, etc. that are used on campus for specific training purposes and are not normally part of the LEA's fleet of vehicles are allowed. Many schools try to find used vehicles for this purpose. No vehicles purchased with these funds are to be street licensed.

2. The limit on instructor training (as a stand-alone expenditure, or in combination with eligible physical improvements or renovation to existing facilities) shall be 25 percent of requested grant funding, and shall be restricted to professional development linked to certification in a specific career occupational field. For example, a school requesting $7,500 in instructional equipment could request a maximum of $2,500 for instructor certification, for a total grant request of $10,000.

   a. A detailed summary of instructor training funded with this grant must be included in the required end-of-year description of accomplishments made toward the implementation of the LEA's initial plan.

   b. Reimbursable expenses for instructor training shall be limited to registration only and must directly relate to necessary training costs for specific CTE courses. An example is PLTW training in technology and engineering or CASE training in agriculture education. Travel, lodging, and per diem costs associated with the training are not eligible for Enhancement Grant reimbursement.

   c. Actual reimbursed costs for instructor training shall be the lesser of the budgeted amount for this allowable expenditure or 25 percent of total funds actually expended.

3. **PHYSICAL IMPROVEMENTS/RENOVATIONS**: **ADDITION** A renovation is the modification of an existing structure. The physical improvement(s) of existing facilities must have a direct relationship to, and effect on, instruction in grant-eligible courses in specific career and technical education programs as identified in the affected program improvement plan(s).

   a. **ADDITION** Object Code 6521: Expenditures for major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, plumbing systems, fire protection systems and other service systems in existing buildings are included as well as professional fees (architect, engineer, etc.) considered as a part of a particular project. (See Expenditure Object Code Description, page 17.)

The LEA **must submit** a detailed explanation for such expenditure along with supporting documentation such as bids, schematics, and other information with the grant application.

    b. General modifications to the overall facility, administrative, or general student service areas are not allowable.

    c. Approvable expenditures are limited to materials or related items that are commonly used to make physical improvements to an existing facility.

    d. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes will enable or enhance instruction and better allow achievement of objectives as identified in the program improvement plan.

    e. Grant funds expended for facility improvements are restricted to a maximum of 25 percent (as a stand-alone expenditure, or in combination with eligible instructor training) of the grant award. All facility improvements must be completed in accordance with local, state, and federal building codes and meet accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

    f. Labor, concrete work, flatwork, fencing, and other similar items are not allowed.

DISALLOWED COSTS

1. Items under a $200 unit cost
2. Consumable supplies or materials having a useful life no more than one year
3. Student textbooks, workbooks, and guides; student testing costs
4. Monthly/annual usage charges (unless specifically allowed above, or approved by appropriate DESE personnel)
5. Monthly/annual membership charges
6. New construction (i.e. building additions, annexes, storage sheds, concrete/foundations, flatwork, etc.)
7. Security fencing, security lighting, and parking area development/renovations
8. Curriculum development
9. Consultant services/stipends
10. Photocopying costs
11. Installation or labor costs to modify facilities
12. Furniture, including computer work stations
13. Travel, lodging, and per diem costs associated with instructor training
14. Registrations, travel, lodging, and per diem costs associated with conferences, workshops, etc.
15. Expenditures exceeding specific limitations to allowed costs as noted above
16. Multi-year service contracts
17. Cloud computing systems that are not used exclusively by CTE students in high-demand occupations as defined for the current fiscal year
18. Vehicles used for transportation purposes are not allowed with Enhancement Grant funds. Trucks used to haul items off campus, buses, vans, etc. are not permitted.
19. CTSO expenses including travel, registrations, software, materials, supplies, equipment, uniforms, membership fees, etc.
20. Stipends
21. Livestock or other animals

1. Districts will submit requests for Enhancement Grant funds through the following process:
    a. Grant budgets will be submitted electronically through use of the FY25 Excel-based EGFV4 with actual grant financial administration occurring through ePeGS as an uploaded file. Supporting documentation must also be uploaded along with the EGFV4. This may include
        i. complete details on any renovation projects. (see page 11, #3a)
            1. **ADDITION** A renovation is the modification of an existing structure. Examples of a renovation include, but not limited to, ductwork, electrical improvements, wiring, ventilation system, lighting, dust collection system, piping, demolition, fresh air system.
        ii. documentation of DESE approval for programs approved after July 1, 2023. (Note: Project Lead the Way, ProStart, and other such programs must be approved by DESE and may also require vendor approval.)
        iii. complete detailed information for any cloud or similar computing systems as well as documentation on any prorated costs of such a system.
        iv. data to support alternate consideration of occupations not on the annual statewide high-demand list.
        v. other information requested by DESE to further clarify an expenditure request.

2. Once DESE has reviewed all qualifying applications and the resulting cumulative budgetary sum of all preliminary grant awards, a determination will be made whether reductions will be required due to a lack of available funds. Individual applications may be evaluated based on program size and need. **The grantee has the flexibility to revise their budget when across-the-board reductions take place.** These adjustments must be submitted in ePeGS by September 30 of each year. The grantee must explain changes in the ePeGS comments textbox prior to submitting. All expenditures must comply with all rules of the grant as they relate to allowed and disallowed cost items and courses and programs leading to high-demand occupations. The grantee may not fund courses or programs not identified on the initial grant request/EGFV4.

3. Once the grant award notification has been made, the grantee will be allowed to expend funds on and after July 1, 2024.
    a. Expenditures will be restricted to those budgetary line items approved by DESE.
    b. Budgets must be entered into ePeGS not later than midnight, September 30, 2024. Not entering budgets into ePeGS indicates the grantee is not interested in accepting the grant award and wishes to release the funds to other schools or statewide CTE programs. **Entering a budget that totals less than the LEA's allocation indicates the grantee is returning a portion of the allocation.**
    c. Grant recipients are encouraged to submit requests for budgetary revisions between July 1, 2024, and December 31, 2024. Revision requests after December 31 are allowed but highly discouraged.

4. The district will submit reimbursement requests using ePeGS. Payments are generated two times per month. Requests should be made by the first (1) or twentieth (20) of each month, July through May. (Note: ePeGS is a reimbursement system and will not calculate the actual reimbursement the grantee is entitled to receive. The grantee must do this calculation locally based on actual unit costs of items purchased with these grant funds.)

5. The grantee may make a final funds request via their Final Expenditure Report (FER). All funds must be obligated and expended before the FER is submitted. The window for submitting the FER is April 15 through May 31, 2025. This is completed through ePeGS.

APPENDIX II
Program Area – Career Cluster Crosswalk

The approval of 1:1 devices such as laptops, computers, Chromebooks, etc. is based on the three-year average of concentrators in a career cluster as reported by the LEA. Schools can access this information on the DESE MCDS Data Portal found at this link: https://apps.dese.mo.gov/MCDS/home.aspx Select Reports and Resources, then scroll down to College and Career Education. Following is a list of the career clusters:

Cluster #	Cluster Name	This career cluster focuses on the:
1	Agriculture, Food, & Natural Resources	Production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products or resources
2	Architecture & Construction	Designing, planning, managing, building and maintaining the built environment
3	Arts, A/V Technology & Communications	Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services
4	Business, Management, & Administration	Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations
5	Education & Training	Planning, managing and providing education and training services, and related learning support services
6	Finance	Planning, services for financial and investment planning, banking, insurance, and business financial management
7	Government & Public Administration	Planning and performing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations
8	Health Science	Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development
9	Hospitality & Tourism	Management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events, and travel related services
10	Human Services	Preparing individuals for employment in careers that relate to families and human needs such as counseling and mental health services, family and community services, personal care and consumer services
11	Information Technology	Building linkages in information technology occupations for entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services
12	Law, Public Safety, Corrections, & Security	Planning, managing, and providing legal, public safety and protective services and homeland security, including professional and technical support services
13	Manufacturing	Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing, and process engineering
14	Marketing	Planning, managing, and performing marketing activities to reach organizational objectives

15	Science, Technology, Engineering, & Mathematics	Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services
16	Transportation, Distribution, & Logistics	Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance

DESE CTE PROGRAMS ALIGNED TO CAREER CLUSTERS

Cluster #	Program Area
1	Agricultural programs
4, 6, and 11	Business, Marketing, and IT
5, 9, and 10	Family Consumer Sciences and Health Services
8	Health Science programs
14	Marketing programs
15	PLTW programs
2, 3, 11, 12, 13, and 16	Skilled Technical Sciences (choose Skilled Technical Science Programs by Cluster 2021)
The hyperlinks allow you to verify the cluster of each course/program.	

Invoices **do not** need to be submitted with ePeGS-based requests for reimbursement. However, invoices will need to be kept for a period of three years for fiscal program auditing and for program evaluation. Desk audits will be implemented on a percentage of districts within the defined Cohort Groups as listed in DESE's Tiered Monitoring process. Every district is assigned to one of three cohort groups. Districts receiving desk audits will be notified and given specific reporting instructions in April of the grant award year. Districts will be required to submit invoices and other documents as requested for items reimbursed within the three-year time period.

Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027
Cohort Group 2	Cohort Group 3	Cohort Group 1

The Vocational-Technical Education Enhancement Grant Award Program provides funding to improve existing and establish new career and technical education programs. Funded courses within those state-approved programs must be designated by DESE as being aligned with a high-demand occupation and minimally provide instruction that directly prepares individuals for entry level employment in what has been determined to be a high-demand occupation.

In developing the list of courses eligible for Vocational-Technical Education Enhancement Grant funding, DESE uses a list of qualifying high-demand occupations as determined by the Director of the Department of Economic Development's Division of Workforce Development. That list focuses on those occupations developed through a process which is predominately weighted by statewide projections by the Missouri Economic Research and Information Center (MERIC) of newly created jobs for the selected occupational title during the ten-year span of 2020-2030.

Occupational qualification of high-demand on a regional basis will be determined through the use of the long-term projection data (2020-2030) from MERIC for the second of the above options, available online in spreadsheet format at https://meric.mo.gov/workforce-research/occupational-projections but on a regional labor market area basis. Any applying school may use this approach in an attempt to qualify a course for funding, but acceptance of such a request will be dependent upon DESE review and approval.

Only occupations receiving a MERIC grade of "A" or "B" will be considered for eligibility approval, but regardless of grade, any occupation listed as requiring less than a high school diploma AND only short-term on-the-job training will not be eligible.

Additionally, any occupation for which an LEA seeks to qualify as being of high-demand must meet a minimum threshold of the number of newly created jobs, as projected by MERIC for 2020-2030. For schools located in either the St. Louis or Kansas City metropolitan area, that minimum threshold will be 50 newly created jobs per year, with the balance of Missouri labor market areas having a qualifying number of annual newly created jobs no less than 30.

The level of formal educational attainment required for the occupation, as identified through MERIC data, may not exceed an associate degree for regionally-based qualification as high-demand.

Finally, the grantee must also list the course title and CIP Code that will be offered and which must directly prepare individuals for at least entry-level employment for the specific occupation.

ALTERNATE CONSIDERATION OF OCCUPATIONS NOT ON THE ANNUAL STATEWIDE OR REGIONAL LISTINGS OF HIGH-DEMAND OCCUPATIONS
For consideration of occupations not determined as eligible by the Director of Workforce Development, or included on the annual MERIC listings of regionally based high-demand occupations, the LEA must provide DESE documentation relating to existing career and technical education programs that have at least ten (10) career and technical education exiters or completers per year who were employed in a related job at a rate of 80 percent or higher for the previous two (2) years. Secondary education grantees are also allowed to submit occupations for consideration as meeting the high-demand classification if positive placement of at least ten (10) career and technical education exiters or completers per year who enrolled into related postsecondary education programs at a rate of 80 percent or higher for the previous two (2) years. Consideration of such alternative classification of occupations shall be dependent upon corroborating data available to DESE.

AGRICULTURE, FOOD, & NATURAL RESOURCES
HIGH-DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT

CIP CODE	SECONDARY COURSE/PROGRAM TITLE	CIP CODE	POSTSECONDARY/ADULT PROGRAM TITLE
OCCUPATION: ● Farmers, Ranchers, and Other Agricultural Managers ● Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products ● Sales Representatives, Services, all others			
01.0101	Agribusiness Sales & Marketing	01.0101	Agricultural Business and Management, General
01.0101	Agricultural Communications and Leadership	01.0105	Agricultural/Farm Supplies Retailing and Wholesaling
01.0101	Agricultural Management and Economics		
OCCUPATION: ● Farm Equipment Mechanics and Service Technicians ● Maintenance and Repair Workers, General ● Operating Engineers and Other Construction Equipment Operators			
01.0201	Agricultural Construction	01.0201	Agricultural Mechanization, General
01.0201	Agricultural Machinery		
01.0201	Agricultural Power 1		
01.0201	Agricultural Power 2		
01.0201	Agricultural Structures		
01.9999	C.A.S.E. Agricultural Technology and Systems		
OCCUPATION: ● Agricultural and Food Science Technicians			
01.0401	Food Science & Technology	01.0401	Agricultural and Food Products Processing
01.0601	Crop Science	26.1201	Biotechnology
01.0901	Biotechnology		
01.9999	C.A.S.E. Animal and Plant Biotechnology		
01.9999	C.A.S.E. Principles of Agricultural Science – Plant		
01.9999	C.A.S.E. Food Science and Safety		
OCCUPATION: ● Veterinary Assistants and Laboratory Animal Caretakers; Veterinary Technologists and Technicians			
01.0901	Animal Science	51.0808	Veterinary/Animal Health Technology/Technician & Vet. Asst.
01.0901	Equine Science		
01.0901	Veterinary Science		
01.9999	C.A.S.E. Principles of Agricultural Science Animal		
OCCUPATION: ● Landscaping and Groundskeeping Workers			
01.0601	Floriculture	01.0601	Applied Horticulture/Horticulture Operations, General
01.0601	Landscaping	03.0510	Forest Resources Production and Management
01.0601	Nursery Operation and Management		
01.0601	Turf Management		
01.9999	C.A.S.E. Principles of Agricultural Science – Plant		
03.0101	Forest Management		

BUSINESS AND INFORMATION TECHNOLOGY			
HIGH-DEMAND OCCUPATIONS WITH INSTRUCTIONAL CONTENT			
CIP CODE	**SECONDARY COURSE/PROGRAM TITLE**	**CIP CODE**	**POSTSECONDARY/ADULT PROGRAM TITLE**
OCCUPATION: ● Computer Network Support Specialists ● Computer Systems Analysts ● Computer User Support Specialists ● Web Developers			
11.0103	Computer Programming	11.0101	Computer & Information Sciences, General
11.0103	Computer Science I	11.0201	Computer Programming/Programmer, General
11.0103	Computer Science II	11.0501	Computer Systems Analysis/Analyst
11.0103	Cybersecurity	11.0901	Computer Systems Networking & Telecommunications
11.0103	Network Administration	11.1003	Computer and Information Systems Security
11.0103	Web Design		
OCCUPATION: ● First-Line Supervisors of Office and Administrative Support Workers ● First-Line Supervisors of Production and Operating Workers ● Loan Interviewers and Clerks ● Medical Secretaries ● Paralegals and Legal Assistants ● Production, Planning, and Expediting Clerks ● Sales Representatives, Services, All Other ● Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products			
11.0103	Business Technology	52.0201	Business Administration and Management, General
11.0103	Computer Applications	52.0204	Office Supervision & Management
52.0101	Business Management	52.0401	Administrative Assistant & Secretarial Science, General
52.0101	IB Business Management	52.0402	Medical Administrative/Executive Assistant and Medical
52.0101	Legal Administrative Assistant/Secretary	52.0408	Legal Administrative Assistant/Secretary
OCCUPATION: ● Billing and Posting Clerks ● Claims Adjusters, Examiners, and Investigators ● Loan Interviewers and Clerks			
52.0803	Accounting I	52.0302	Accounting Technology/Technician and Bookkeeping
52.0803	Accounting II	52.0803	Banking and Financial Support Services
52.0803	Banking & Financial Services		
52.0803	Business Economics		
OCCUPATION: ● First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling			
52.0101	Business Management	52.0201	Business Administration and Management, General
52.0101	IB Business & Management	52.1001	Human Resources Management
OCCUPATION: ● Insurance Sales Agents			
		52.0805	Insurance and Risk Management

MARKETING EDUCATION HIGH-DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT			
CIP CODE	**SECONDARY COURSE/PROGRAM TITLE**	**CIP CODE**	**POSTSECONDARY/ADULT PROGRAM TITLE**
OCCUPATION: ● Customer Service Representatives ● First-line Supervisors of Non-Retail Sales Workers ● First-Line Supervisors of Retail Sales Workers ● Property, Real Estate, and Community Association Managers			
52.0701	Leadership in the Workplace	52.1301	Management Science
52.0701	Management		
OCCUPATION: ● Cargo and Freight Agents ● First-Line Supervisors of Retail Sales Workers ● Insurance Sales Agents ● Real Estate Sales Agents ● Sales Representatives, Services, All Other ● Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products			
52.1401	Advertising	52.1401	Marketing/Marketing Management, General
52.1401	Marketing, Fundamentals of	52.1801	Sales, Distribution, and Marketing Operations, General
52.1402	Marketing, Advanced	52.1804	Selling Skills and Sales Operations
52.1402	Marketing Research		
OCCUPATION: ● Insurance Sales Agents			
		52.1304	Actuarial Science
		52.1701	Insurance
OCCUPATION: ● First-Line Supervisors of Non-Retail Sales Workers			
		52.0205	Operations Management and Supervision
OCCUPATION: ● Real Estate Brokers ● Real Estate Sales Agents			
		52.1501	Real Estate
OCCUPATION: ● First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling ● Transportation, Storage, and Distribution Managers			
52.1401	Marketing, Fundamentals of	52.0203	Logistics, Materials, and Supply Chain Management
52.1402	Marketing, Advanced		

FAMILY CONSUMER SCIENCES AND HUMAN RESOURCES HIGH-DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT			
CIP CODE	**SECONDARY COURSE/PROGRAM TITLE**	**CIP CODE**	**POSTSECONDARY/ADULT PROGRAM TITLE**
OCCUPATION: ● Childcare Workers ● Preschool Teachers, Except Special Education ● Teacher Assistants			
13.0101	Career Pathways for the Teaching Profession	19.0708	Child Care and Support Services Management
19.0709	Early Childhood Professions	19.0709	Child Care Provider/Assistant
OCCUPATION: ● Hairdressers, Hairstylists, and Cosmetologists			
12.0401	Cosmetology	12.0401	Cosmetology/Cosmetologist, General
OCCUPATION: ● First-Line Supervisors of Housekeeping and Janitorial Workers			
52.0901	HTM I	52.0901	Hospitality Administration/Management, General
52.0901	HTM II	52.0904	Hotel/Motel Administration/Management

CIP CODE	SECONDARY COURSE/PROGRAM TITLE	CIP CODE	POSTSECONDARY/ADULT PROGRAM TITLE
OCCUPATION: ● Chefs and Head Cooks ● Cooks, Fast Food ● Cooks, Short Order ● First-Line Supervisors of Food Preparation and Serving Workers ● Food Service Managers			
12.0500	Culinary Arts (Career Centers only)	12.0503	Culinary Arts/Chef Training
12.0500	ProStart I	12.0504	Restaurant, Culinary, and Catering Management/Manager
12.0500	ProStart II	12.0505	Food Preparation/Professional Cooking/Kitchen Assistant
		12.0507	Food Service, Waiter/Waitress, and Dining Room Management/Manager
		52.0905	Restaurant/Food Service Management

HEALTH SCIENCES EDUCATION
HIGH-DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT

CIP CODE	SECONDARY COURSE/PROGRAM TITLE	CIP CODE	POSTSECONDARY/ADULT PROGRAM TITLE
OCCUPATION: ● Community Health Workers ● Social and Human Service Assistants			
		51.1504	Community Health Services/Liaison/Counseling
		51.1502	Psychiatric/Mental Health Services Technician
OCCUPATION: ● Healthcare Practitioners ● Licensed Practical and Licensed Vocational Nurses ● Medical Assistants ● Nursing Assistants ● Physical Therapist Assistants ● Respiratory Therapists			
51.0001	PLTW Biomedical Science: Biomedical Innovations; Human Body Systems; Medical Intervention; Principles of Biomedical Science		
OCCUPATION: ● Dental Assistants ● Dental Laboratory Technicians			
51.0601	Dental Assisting	51.0601	Dental Assisting/Assistants
51.0603	Dental Laboratory Technicians	51.0603	Dental Laboratory Technicians
OCCUPATION: ● Health Information Technologists ● Healthcare Support Workers, All Other ● Medical Registrars			
51.0706	Health Information/Medical Records Technology	51.0707	Health Information/Medical Records Technology/Technician
51.0706	Medical Transcription	51.0708	Medical Transcription/Transcriptionist
OCCUPATION: ● Medical Assistants ● Phlebotomists			
51.0801	Medical Assistant	51.0801	Medical/Clinical Assistant
OCCUPATION: ● Pharmacy Technicians			
51.0805	Pharmacy Technician/Assistant	51.0805	Pharmacy Technician/Assistant
OCCUPATION: ● Occupational Therapy Assistants			
		51.0803	Occupational Therapy Assistant
OCCUPATION: ● Emergency Medical Technicians and Paramedics			
51.0904	Emergency Medical Technician	51.0904	Emergency Medical Technology/Technician (EMT Paramedic)
OCCUPATION: ● Nursing ● Registered Nurses			
		51.3801	Registered Nursing/Registered Nurse

OCCUPATION: ● Diagnostic Medical Sonographers			
		51.0910	Diagnostic Medical Sonography/Sonographer & Ultrasound Technician
OCCUPATION: ● Massage Therapists			
		51.3501	Massage Therapy
OCCUPATION: ● Cardiovascular Technologists and Technicians ● Healthcare Support Workers, All Other ● Medical Equipment Preparers ● Psychiatric Technicians ● Surgical Assistants ● Surgical Technologists			
51.0706	Health Information/Medical Records Technology	51.0909	Surgical Technology/Technologist
51.0706	Medical Transcription	51.1004	Clinical/Medical Laboratory Technician
51.1004	Medical Laboratory Assistant		
51.1004	Medical Laboratory Technology		
OCCUPATION: ● Licensed Practical and Vocational Nurses			
51.3901	Secondary Practical Nursing	51.3901	Licensed Practical/Vocational Nurse Training
OCCUPATION: ● Home Health Aides ● Nursing Assistants ● Phlebotomists			
51.2601	Health Service Aide	51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide
OCCUPATION: ● Dental Hygienists			
		51.0602	Dental Hygiene/Hygienist
OCCUPATION: ● Radiologic Technologists			
		51.0907	Medical Radiologic Technology/Science-Radiation Therapist
		51.0911	Radiologic Technology/Science--Radiographer
OCCUPATION: ● Respiratory Therapists			
		51.0908	Respiratory Care Therapy/Therapist
OCCUPATION: ● Physical Therapist Assistants			
51.0806	Physical Therapy Assistant (*Introductory Courses*)	51.0806	Physical Therapy Technician/Assistant

SKILLED TECHNICAL SCIENCES HIGH-DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT			
CIP CODE	SECONDARY COURSE/PROGRAM TITLE	CIP CODE	POSTSECONDARY/ADULT PROGRAM TITLE
OCCUPATION: ● Commercial Pilots			
49.0104	Aviation Management	49.0101	Aeronautics/Aviation/Aerospace Science and Technology, General
		49.0104	Aviation/Airway Management and Operations
OCCUPATION: ● Audio and Video Equipment Technicians			
10.0105	Communications Electronics	10.0202	Radio and Television Broadcasting Technology/Technician
10.0202	Radio and Television Broadcasting Technology/Technician		
OCCUPATION: ● Chemical Technicians			
		41.0301	Chemical Technology/Technician

OCCUPATION: ● Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders ● Glaziers ● Helpers--Production Workers ● Industrial Machinery Mechanics ● Maintenance and Repair Workers, General ● Millwrights			
15.0613	Industrial/Manufacturing Technology/Technician	15.0613	Manufacturing Engineering Technology/Technician
15.0613	Manufacturing Technology/Technical		
OCCUPATION: ● Computer Systems Analysts ● Computer User Support Specialists			
15.1202	Computer Servicing Technology	15.1202	Computer Technology/Computer Systems Technology
OCCUPATION: ● Paralegals and Legal Assistants			
		22.0302	Legal Assistant/Paralegal
OCCUPATION: ● First-Line Supervisors of Housekeeping and Janitorial Workers			
46.0401	Custodial Services		
OCCUPATION: ● Detectives and Criminal Investigators ● Dispatchers, Except Police, Fire, and Ambulance ● First-Line Supervisors of Police and Detectives ● Police and Sheriff's Patrol Officers ● Security Guards			
43.0107	Criminal Justice Technology	43.0102	Corrections
43.0107	Law Enforcement Training	43.0107	Criminal Justice/Police Science
OCCUPATION: ● Cabinetmakers and Bench Carpenters ● Carpenters ● Construction and Building Inspectors ● Construction Laborers ● Glaziers ● Installation, Maintenance, and Repair Workers, All Other ● Insulation Workers, Mechanical ● Millwrights ● Production Workers, All Other			
46.0000	Construction Technology	46.0000	Construction Trades, General
46.0201	Carpentry	46.0201	Carpentry/Carpenter
46.0413	Floor Layers	46.0406	Glazier
48.0703	Cabinetmaking and Millwork	48.0703	Cabinetmaking and Millwork
OCCUPATION: ● Brickmasons and Blockmasons			
46.0101	Masonry	46.0101	Mason/Masonry
OCCUPATION: ● Security and Fire Alarm Systems Installers			
43.0201	Fire Control and Safety Technology	43.0201	Fire Prevention and Safety Technology/Technician
OCCUPATION: ● Helpers--Pipe Layers, Plumbers, Pipefitters, and Steamfitters ● Plumbers, Pipefitters, and Steamfitters			
46.0502	Pipefitting	46.0502	Pipefitting/Pipefitter and Sprinkler Fitter
46.0503	Plumbing	46.0503	Plumbing Technology/Plumber
OCCUPATION: ● Maintenance and Repair Workers General ● Medical Equipment Repairers			
46.0401	Building Maintenance	46.0401	Building/Property Maintenance
OCCUPATION: ● Medical Equipment Repairers			
		15.0404	Instrumentation Technology/Technician
OCCUPATION: ● Heating, Air Conditioning, and Refrigeration Mechanics and Installers			
47.0201	Air Conditioning, Heating, Refrigeration	47.0201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
OCCUPATION: ● Elevator Installers and Repairers ● First-Line Supervisors of Mechanics, Installers, and Repairers ● Industrial Machinery Mechanics			
47.0303	Industrial Equipment Maintenance Repair	47.0303	Industrial Mechanics and Maintenance Technology
OCCUPATION: ● Automotive Body and Related Repairers ● Coating, Painting, and Spraying Machine Setters, Operators, and Tenders			
47.0603	Auto Body Repair	47.0603	Autobody/Collision and Repair Technology/Technician

OCCUPATION: ● Automotive Service Technicians and Mechanics			
47.0604	Auto Mechanics	47.0604	Automobile/Automotive Mechanics Technology/Technician
OCCUPATION: ● Bus and Truck Mechanics and Diesel Engine Specialists			
47.0605	Diesel Mechanics	47.0605	Diesel Mechanics Technology/Technician
OCCUPATION: ● Electricians			
46.0301	Electrical and Power Transmission Installation/Installer	46.0301	Electrical and Power Transmission Installation/Installer, General
46.0302	Electrician	46.0302	Electrician
47.0101	Electrical and Electronics Equipment Repair, General	47.0101	Electrical/Electronic Equipment Installer and Repairer, General
OCCUPATION: ● Firefighters ● First-Line Supervisors of Fire Fighting and Prevention Workers			
43.0201	Fire Control and Safety Technology	43.0201	Fire Prevention and Safety Technology/Technician
43.0203	Fire Science and Firefighting	43.0203	Fire Science/Fire-Fighting
OCCUPATION: ● Computer Numerically Controlled Tool Operators ● Computer Numerically Controlled Tool Programmers ● Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic			
48.0501	Machinist	48.0501	Machine Tool Technology/Machinist
OCCUPATION: ● Structural Iron and Steel Workers ● Welders, Cutters, Solderers, and Brazers			
48.0508	Welding Technology	48.0508	Welding Technology/Welder
48.0509	Ironworking/Ironworker	48.0509	Ironworking/Ironworker
OCCUPATION: ● First-Line Supervisors of Construction Trades and Extraction Workers ● Operating Engineers and Other Construction Equipment Operators			
		49.0202	Construction/Heavy Equipment/Earthmoving Equipment Operation
OCCUPATION: ● Heavy and Tractor-Trailer Truck Drivers ● Highway Maintenance Workers ● Light truck or Delivery Services Drivers			
		49.0205	Truck & Bus Driver/Commercial Vehicle Operator and Instructor
OCCUPATION: ● Electrical Power-Line Installers and Repairers			
		46.0301	Electrical and Power Transmission Installation/Installer, General
OCCUPATION: ● Sheet Metal Workers			
48.0506	Sheet Metal	48.0506	Sheet Metal Technology/Sheetworking
OCCUPATION: ● Excavating and Loading Machine and Dragline Operators, Surface Mining ● Mobile Heavy Equipment Mechanics, Except Engine			
47.0302	Heavy Equipment Maintenance and Repairer	47.0302	Heavy Equipment Maintenance Technology/Technician
OCCUPATION: ● Maintenance Workers, Machinery			
		15.1103	Hydraulics and Fluid Power Technology/Technician
OCCUPATION: ● Architectural and Civil Drafters			
15.0101	Architectural Design and Construction Technology	15.0101	Architectural Engineering Technology/Technician
15.0201	Civil Engineering	15.0201	Civil Engineering Technology/Technician
15.1301	Drafting and Design Technology	15.1301	Drafting and Design Technology/Technician, General
		15.1304	Civil Drafting and Civil Engineering CAD/CADD

CIP CODE	SECONDARY COURSE/PROGRAM TITLE	CIP CODE	POSTSECONDARY/ADULT PROGRAM TITLE
OCCUPATION: ● Calibration and Engineering Technologists and Technicians, Except Drafters, All Other			
15.0201	Civil Engineering	15.0201	Civil Engineering Technology/Technician
		15.0404	Instrumentation Technology/Technician
		15.0507	Environment Engineering Technology/Environmental Technology
		15.0611	Metallurgical Technology/Technician
		15.0613	Manufacturing Engineering Technology/Technician
		15.0805	Mechanical Engineering/Mechanical Technology/Technician
		15.9999	Engineering Technologies/Technicians, Other
OCCUPATION: ● Civil Engineering Technicians			
15.0201	Civil Engineering	15.0201	Civil Engineering
		15.9999	Engineering Technologies/Technicians, Other
OCCUPATION: ● Aerospace Engineering and Operations Technicians			
		47.0609	Avionics Maintenance Technology/Technician
OCCUPATION: ● Aircraft Mechanics and Service Technicians			
47.0607	Aircraft Mechanics, Airframe	47.0607	Airframe Mechanics and Aircraft Maintenance Technology/Technician
47.0608	Aircraft Mechanics, Powerframe		
OCCUPATION: ● Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers ● Electro-Mechanical Technicians			
15.0303	Electrical, Electronic and Communications Engineering Technology	15.0303	Electrical, Electronic and Communications Engineering Technology/Technician
47.0101	Electrical and Electronics Equipment Repair, General	47.0101	Electrical/Electronic Equipment Installer and Repairer, General
15.0403	Electromechanical Technology	15.0403	Electromechanical Technology/Electromechanical Engineering Technology

TECHNOLOGY & ENGINEERING HIGH-DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT			
CIP CODE	SECONDARY COURSE/PROGRAM TITLE	CIP CODE	POSTSECONDARY/ADULT PROGRAM TITLE
OCCUPATION: ● Computer Network Support Specialists ● Computer Systems Analysts ● Computer User Support Specialists ● Web Developers			
21.0104	PLTW Computer Science: Computer Science and Software Engineering; Computer Science Applications; Computer Science Essentials; Computer Science Principles; Cybersecurity		
OCCUPATION: ● Architectural and Civil Drafters; Civil Engineering Technicians			
21.0104	PLTW Engineering: Civil Engineering and Architecture; Engineering Design & Development; Engineering Essentials; Introduction to Engineering Design; Principals of Engineering		

OCCUPATION: ● Aerospace Engineering and Operations Technologists and Technicians			
21.0104	PLTW Engineering: Aerospace Engineering; Engineering Design & Development; Engineering Essentials; Introduction to Engineering Design; Principals of Engineering		
OCCUPATION: ● Electrical and Electronic Engineering Technologists and Technicians			
21.0104	PLTW Engineering: Civil Engineering & Architecture; Computer Integrated Manufacturing; Engineering Design & Development; Engineering Essentials; Introduction to Engineering Design; Principals of Engineering		
OCCUPATION: ● Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers ● Electro-Mechanical Technicians			
21.0104	PLTW Engineering: Digital Electronics; Principles of Engineering; Introduction to Engineering Design; Engineering Design and Development		

APPENDIX V
Criteria to Avoid Duplication of Career and Technical Education Programming

The following criteria will be utilized by DESE, Office of College and Career Readiness, to avoid duplication of career and technical education programming. New career and technical education program applications will be considered duplicated when the following six (6) test situations occur among career and technical education and/or Workforce Investment Opportunity Act (WIOA) programs in the same local workforce investment area.

1. The Classification of Instructional Programs (CIP) codes are identical.

2. The instructional objectives of the programs are identical.

3. The population for which the programs are intended is identical.

4. The sum of the number of individuals proposed to be trained and the number of individuals currently being trained exceeds the number of individuals available for training within a specific population.

5. The access to the programs is identical or in close geographic proximity.

6. The combined total number of potentially trained individuals available for related job placement exceeds the labor market demand within the geographic area.

EGFV4 INSTRUCTIONS

The current FY25 EGFV4 spreadsheet found on the DESE website must be used in order to be eligible for funding. **Applications not completed in full and not on the correct EGFV4 spreadsheet will be considered nonresponsive and will not be funded.**

Contact Name	This is the individual that will be contacted regarding Enhancement Grant questions. **DESE will also send award information to this person.** The LEA may list more than one person and should do so if the listed contact person will change before June 1, 2024, as DESE will be sending the contact person important grant information including the approved/unapproved notices.
Local Education Agency (LEA) Name	The official name of the school district or community college submitting the Enhancement Grant request.
Contact Phone	The 10-digit telephone number of the individual to contact regarding the Enhancement Grant. The telephone number should correspond to the contact name. Please list extension number if applicable. More than one phone number may be listed.
County-District Code	Six-digit code assigned to the district or college. This code needs to correspond to the LEA name on the grant application.
Contact Email	The email of the individual(s) to contact for the Enhancement Grant. This is the contact name DESE will use to send correspondence and direct questions. The contact email should correspond with the contact name and the contact phone. More than one email address may be listed if an additional contact person is identified.
School Code	DESE assigned school numbers. (Select from drop-down list) 0000 – Colleges 1050 – High Schools 1100 – Area Career Centers
Fiscal Year Ending	The four digit year the fiscal year ends
Building or Campus Name	The **official** name of the high school, career center, or campus requesting Enhancement Grant funds.
Instructor Name	The name of the instructor that will utilize the requested item(s). The instructor's name should correspond with the room/lab number of the requested item(s).
Room/Lab Number	The instructor's room number of the instructor where the item(s) will be located.

Applicants MUST use the drop-down list for the following. NOT using the drop-down list risks the approval status of the requested items.	

CTE Program Code
USE DROP-DOWN LIST
	The CTE Program Codes used for College and Career Readiness are (select from drop-down list)
	    01 – Agricultural Education
	    02 – Business Education
	    04 – Marketing Education
	    05 – Health Sciences
	    07 – Family Consumer Sciences and Human Services
	    08 – Skilled Technical Sciences
	    10 – Technology and Engineering Education

CTE Type
USE DROP-DOWN LIST
	The CTE entity requesting Enhancement Grant funds: (Select from drop-down list)
	    04 – Secondary
	    07 – Postsecondary
	    10 – Adult

CIP Code USE DROP-DOWN LIST	CIP codes used within the career and technical education programs that are on the high-demand list Only the CIP Codes that are on the high-demand list will be visible on the drop-down list. The drop-down list is generated based on the selection of CTE program code and CTE type identified. **Select from drop-down list ONLY.**
Course Description USE DROP-DOWN LIST	The drop-down list is generated based on the selection of CTE program code and CTE type identified. Select from drop-down list ONLY. Writing on this line will invalidate the request.

State Code
USE DROP-DOWN LIST
	The state code used in to identify the item and category it will be funded. *Only one item can be requested per line.* Select from drop-down list ONLY.
	    o Instructional Equipment (minimum cost threshold of $1,000)
	    o Non-Consumable Instructional Supplies (as defined in this guide)
	    o Purchased Services
	    o Renovations
	It is very important that you select the correct state code for the item. The reimbursement percentage will be based on the selection of the state code. The maximum reimbursement for instructional equipment purchases from the Enhancement Grant will be at 75 percent of the approved cost. The maximum reimbursement for other costs will be 50 percent of the approved cost. Note: All Vocational-Technical Education Enhancement Grants are subject to approval at a reimbursement rate lower than the stated maximums dependent upon availability of funds.

APPLICANTS MUST COMPLETE THE FOLLOWING:

Description of Item	This should be a concise identifying statement of the item, service, activity, etc. Only one item can be requested per line. Do not group separate instructional equipment items together. **Installation of instructional equipment will need to be itemized out and on a separate line from the instructional equipment.**
Quantity	The number of items requesting to be purchased. (Note: Approval of requests for grant funding of a volume of items intended to provide a 1:1 per student will be dependent upon the applicant's three-year average number of program concentrators in the most appropriate career cluster. Data reported by the LEA is used to make this determination. Such information can be found on DESE's MCDS Data Portal under secondary and postsecondary concentrators by career clusters.) See appendix IX to view steps on how to view concentrator counts in each cluster.
Estimated Unit Cost	The estimated cost per unit

Estimated Total Cost	The total estimated cost of the items based on the quantity and unit cost (Calculated Automatically)
Estimated Reimbursement	The estimated amount that will be reimbursed based on the estimated cost of the items and state code selected for that item. Please note that this is not the Approved Grant Amount. (Calculated Automatically)
Notes	Available to add any comments **Please note if it has been less than three years since the program was approved if requesting items on a 1:1 basis.**

1. The EGFV4 only includes items the LEA plans to purchase, reflects the intended quantity the LEA plans to purchase, and provides an accurate and fair market price of items the LEA plans to purchase based upon federal procurement procedures.

2. **Only one EGFV4 is to be submitted per LEA**. Instructions for submitting the EGFV4 as an uploaded attachment are included in appendix VI. Schools submitting multiple EGFV4s will be required to choose one to be reviewed. **Schools will not be given the opportunity to resubmit their EGFV4s**.

3. Schools must complete each cell for each item requested for purchase with grant funds. Doing so assures the item requested is for a high-demand occupation.

4. DO NOT TYPE IN INFORMATION WHEN A DROP-DOWN LIST IS AVAILABLE. Schools should use the drop-down lists available for CTE Program Code, CTE Type, CIP Code, and Course Description. Not using the drop-down list risks the approval status of the requested item(s).

The Compliance Plans System (CPS) through the DESE Web Applications will be used to submit the Enhancement Grant application.

The CPS has two security levels for accessing the system (Administrator and User), with additional security that is established by the Administrator within the system itself. Some staff have been granted access to the CPS as follows:

1. COMPLIANCE PLAN ADMINISTRATOR: District staff with user manager access, as well as superintendents in districts with no user manager, have been granted access to CPS at the Administrator level. The CPS Administrator has full access (view, data entry, and authorized representative) to all plans available to the district. In addition, the CPS Administrator must grant access rights to other district staff with CPS user access. Granting access to CPS users is done through the Maintain User Security option on the CPS home page.

2. COMPLIANCE PLANS USER: District staff with access to the ePeGS planning tool have been granted access to CPS at the user level. CPS users will not have access to any plans within CPS until rights have been granted by the Compliance Plans administrator. Please note that in order for CPS users to be available for assignment by the administrator, they must first log in to the CPS.
    -   Step 1: User logs into CPS and has no access to any plans
    -   Step 2: Administrator logs into CPS, goes to Maintain User Security, selects the user and assigns plans and security levels (view, data entry and authorized representative) for the user
    -   Step 3: User logs into CPS and is able to access the plans for which the administrator has assigned rights

To access, go to DESE's Web Applications (https://apps.dese.mo.gov/webLogin/login.aspx) login site, and select Compliance Plans (Federal and State) as shown below in Figure 1.

FIGURE 1
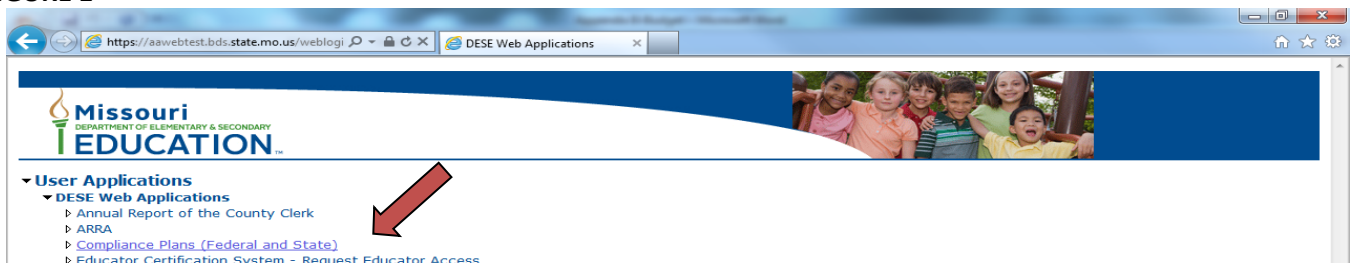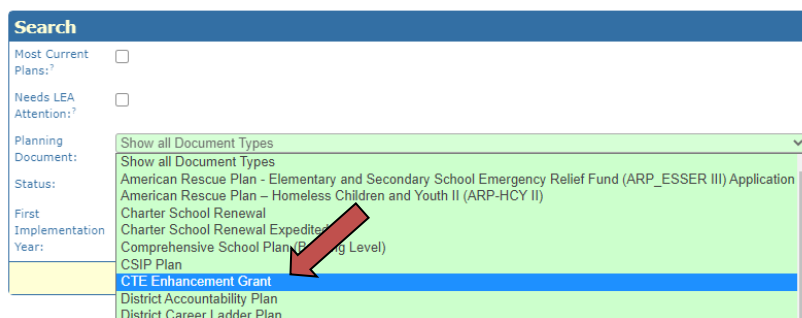
FIGURE 2
Once the Compliance Plans option has been selected, the next screen will offer a series of options in a drop-down box as shown in Figure 2. Scroll down and select CTE Enhancement Grant.

The next step is to start a new planning document as shown in Figure 3 and then using the drop-down box option as shown in Figure 4, again select CTE Enhancement Grant.

FIGURE 3
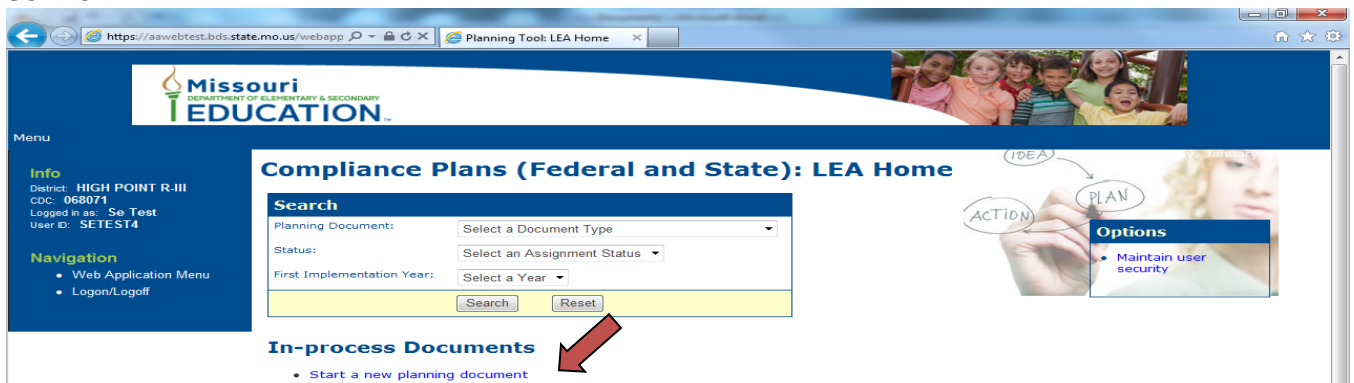
Schools are not required to submit a plan for each program area, but they are required to submit a detailed description of any facilities improvements for which funds have been requested.

FIGURE 4
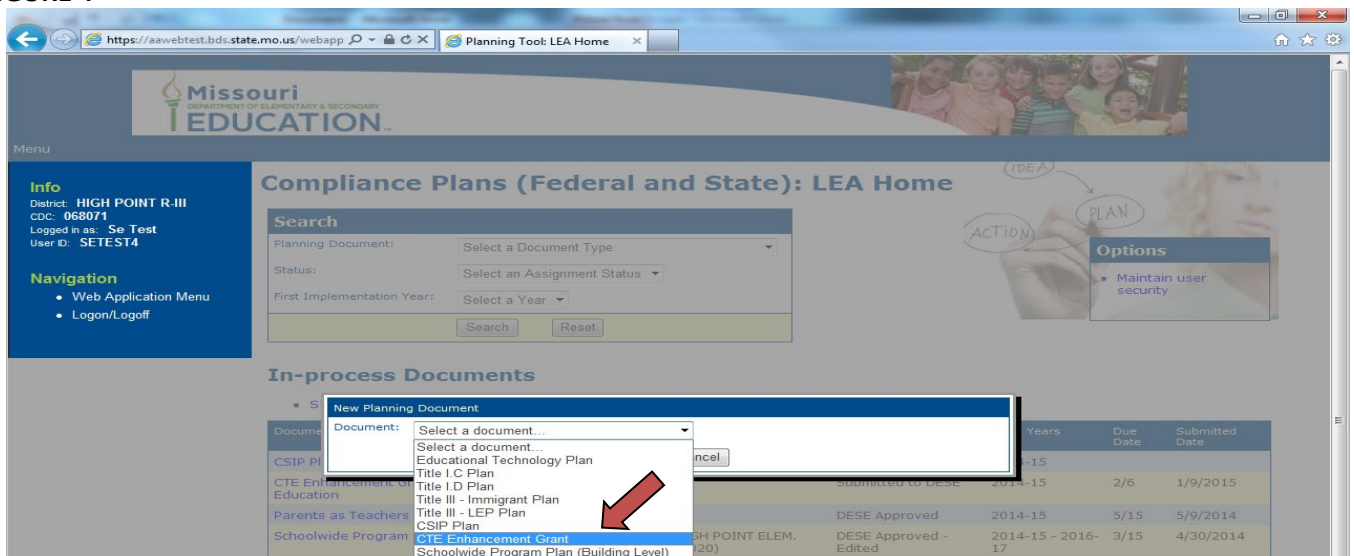
FIGURE 5
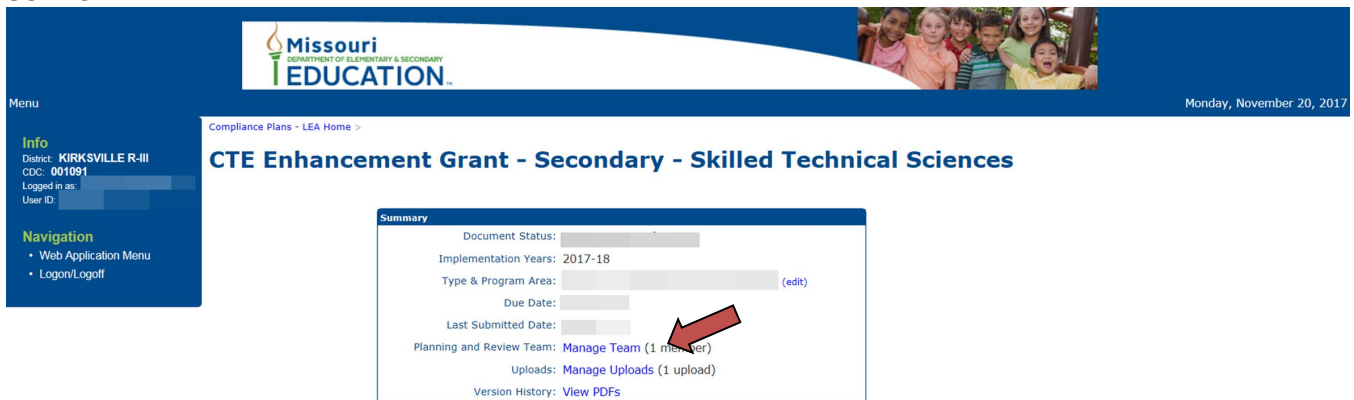
The name of at least one contact person must be provided before a plan may be submitted. That individual, who can be designated as the principal point of contact for the applying program in cases where multiple members of the

planning team are listed. To provide this information, first click on the web link Manage Team as seen in Figure 5. Then click on Add Team Member per Figure 6; then click Save once the information is entered (Figure 7).

FIGURE 6
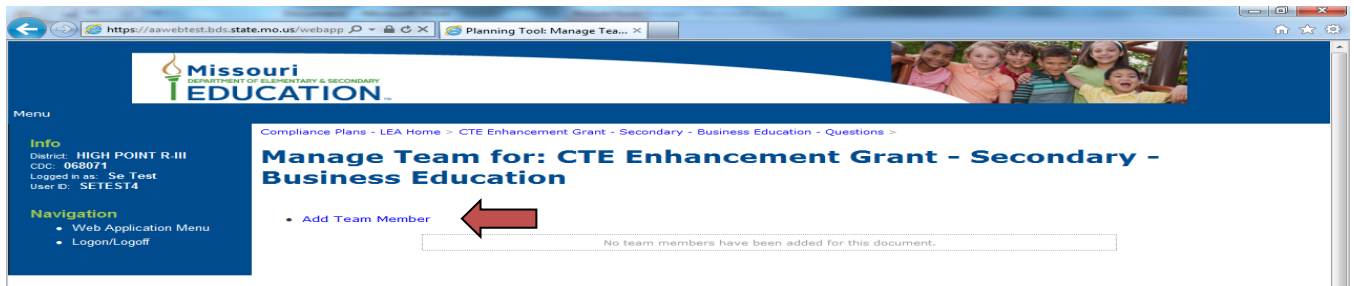
FIGURE 7
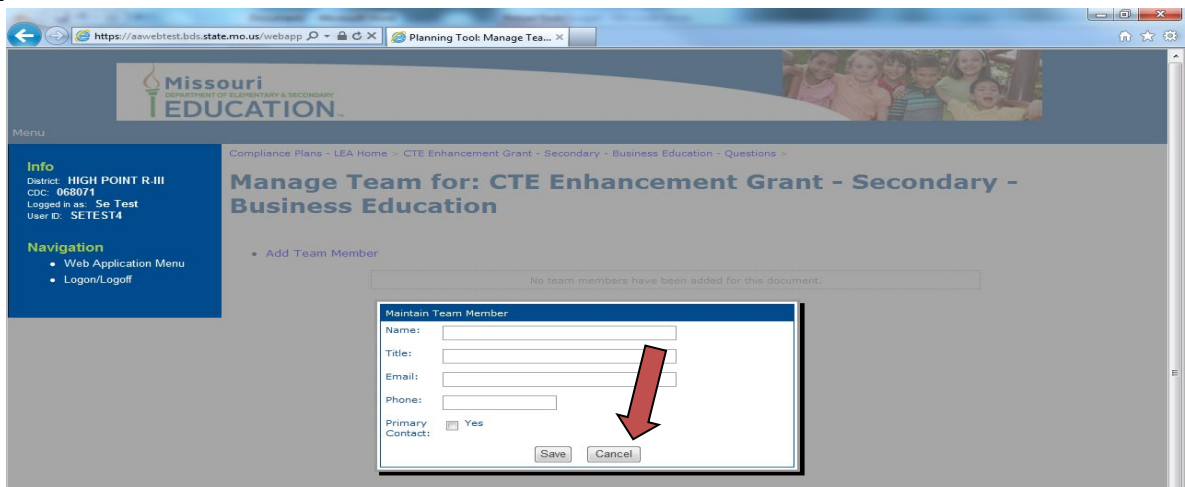
To upload the FY25 EGFV4, click on View Uploads shown in Figure 8. Then click on Upload a Document shown in Figure 9.

FIGURE 8

FIGURE 9

The LEA is to use the text box to describe all renovation projects. This includes the program area(s) where funds for renovation are requested and a justification for the need of such renovation. LEA should also upload any documents supporting facility renovation such as bids, schematics, or other pertinent documents. Other documents that shall be uploaded include:

- Documentation of DESE approval for programs approved after July 1, 2023. (Note: Project Lead The Way and other such programs must be approved by DESE and may also require vendor approval)
- Complete detailed information on any cloud or similar computing systems as well as documentation on any pro-rated costs of such a system.
- Data to support alternate consideration of occupations not on the annual statewide high-demand list
- Other information to further clarify an expenditure

The final step is to upload the FY25 EGFV4. **Uploading your FY25 EGFV4 is the most critical step of this process.** The grant is not submitted, and the LEA will not be eligible for funds, unless the FY25 EGFV4 is uploaded by February 28, 2024. LEA must use the FY25 EGFV4 found on the DESE website. Other formats, such as from a previous year or the documents saved and uploaded as a PDF, Word document, Google document, etc. are not acceptable and will not be reviewed.

Please save and upload the EGFV4 into Compliance Plans in the following format:
LEA Name-EGFV4-FY25.

LEA shall submit ONE grant application that includes item requests for each program area for which funding is sought. If LEA submits more than one grant application, LEA will have the option of deciding which grant DESE should review.

Applications submitted after the due date will be reviewed only if funding is available after all grants submitted by the due date are reviewed and funded.

Finally, Save and Submit to DESE does just as it implies. Once the Save and Submit option is selected, the application is officially submitted through Web Applications and available for DESE review and consideration for approval. If the LEA application has a status of "In Process," it has not been submitted.

PART A – ENTERING THE BUDGET INTO EPEGS

Once logged into DESE's Web Applications, follow the available options to ePeGS, as shown in Figure 1, use the drop-down box to select the LEA of choice, and then opening the Funding Application Menu as shown in Figure 2.
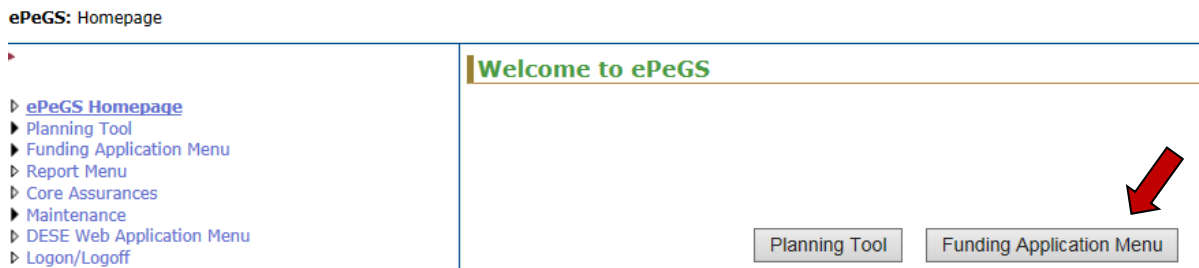
FIGURE 1
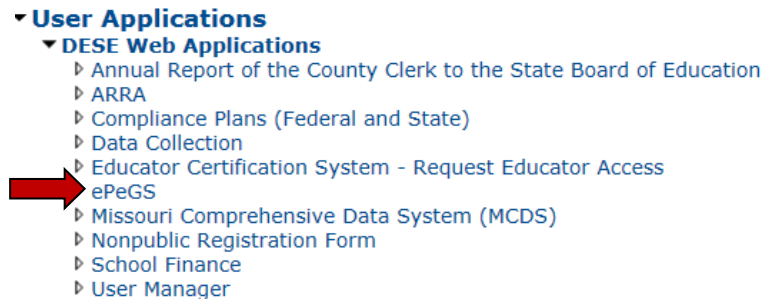
FIGURE 2

Open the Career Education funding stream information by clicking Show as demonstrated in Figure 3, then select Career Education Enhancement Grant as shown in Figure 4.
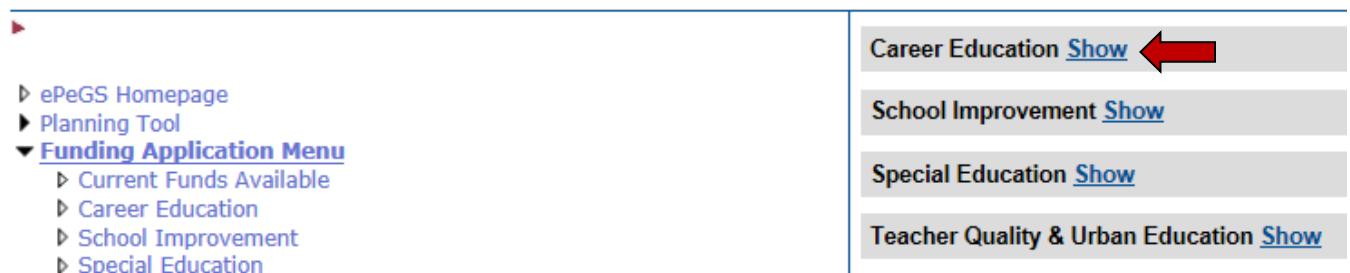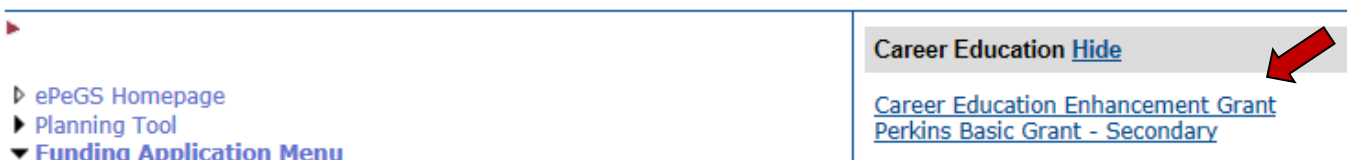
FIGURE 3

FIGURE 4

Select Budget Application (see Figure 5), then Create Budget Application (see Figure 6).

FIGURE 5

Funding Application: Career Education Enhancement Grant - Grant Summary

	Budget Application Show ←
▷ ePeGS Homepage	Payment Request Show
▷ Planning Tool	
▼ Funding Application Menu	Final Expenditure Report Show
▷ Current Funds Available	
▼ Career Education	

FIGURE 6

Funding Application: Career Education Enhancement Grant - Grant Summary

	Budget Application Hide
▷ ePeGS Homepage	
▷ Planning Tool	There are no Budget Applications at this time. Create Budget Application
▼ Funding Application Menu	

This will open the Capital Outlay screen (Figure 7).

Important Note: Only the funds the grantee will receive from the Vocational-Technical Education Grant will be entered into and managed through ePeGS. It is worth noting that since grant guidelines define Instructional Equipment as a three-dimensional item with a minimum cost of $1,000 and a useable life of three or more years, all items meeting that definition and categorized as such will qualify for reimbursement at 75 percent of cost, but not all will be classified as capital outlay on the Capital Outlay screen in ePeGS. **As always, please reference the DESE** [Missouri Financial Accounting Manual](#) **to determine the appropriate object code for each item.**

Since the focus is on grant funding and level of reimbursement, from the perspective of ePeGS the unit cost of an item priced at the minimum qualifying price of $1,000 to be considered as instructional equipment would be $750, which would not be considered as capital outlay. The actual minimum unit cost of instructional equipment necessary to qualify as capital outlay is $1,333.33, 75 percent of which is $1,000. As such, it will not be unusual for a grant to have some instructional equipment categorized in ePeGS as capital outlay and some as a material and supply, but every piece of instructional equipment will qualify for reimbursement at 75 percent, and each unit is subject to DESE guidelines regarding inventoried property. **In short, the Unit Cost is the DESE reimbursement amount per item.**

Since grantees will be entering figures in a column entitled Unit Cost in the Capital Outlay screen seems worthwhile to note that only is focused on grant money, not total cost.

The ePeGS screen in Figure 7 is confined to that portion of capital outlay that is instructional equipment.

FIGURE 7

Any portion of an Enhancement Grant budget meeting the definition of capital outlay, but that is not instructional equipment is part of a renovation project. Shown below in Figure 8. A renovation is the modification of an existing structure.

FIGURE 8

Non-Equipment - If purchasing multiple vehicles or planning facility projects, sum the costs in the table below and describe each vehicle/facility project in the text boxes below.

Definitions:
Construction: The building of a new structure.
Alteration: The modification of an existing structure. Alterations are only allowed on LEA-owned property.
Renovation: The modification of an existing structure. Renovations are only allowed on LEA-owned property.
Real Estate: The purchase of a structure or land.

Area		Buses/Vehicle Cost	Construction Cost	Alteration/Renovation Cost	Real Estate Cost	Total Cost
2500	Transportation and Maintenance	0.00	0.00	0.00	0.00	0.00
4000	Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00

NOTE: Do not enter any monetary amount into the box provided for Transportation and Maintenance. Even if an Enhancement Grant's budget includes funding for a vehicle, its purpose is as a piece of instructional equipment, not transportation.

Enhancement Grant recipients with a portion of their grant dedicated for renovation can simply refer to the project description that was included in the narrative component, as well as specific and required uploads of the application rather than providing a justification statement in ePeGS (Figure 9). However, the estimated project start date, finish date, and final invoice submission date are to be included. If any date is outside the perimeters of the grant period, the use of Enhancement Grant funds for that portion of the project will not be allowed.

FIGURE 9

Construction/Alteration/Renovation/Real Estate:
For construction/alteration/renovation/real estate, briefly describe the project and what specific LEA building or space will be affected (if applicable) and why this project is neces purpose the real estate purchase will serve. If the costs are prorated, explain the specific cost allocation method used by the LEA to allocate costs. The proration method shall be the facility/item, not on the LEA's incidence rate.
Details specific to Title I in the Administrative Manual located at: http://dese.mo.gov/quality-schools/federal-programs/federal-legislation-guidance
More details specific to Special Education Part B are located at: http://dese.mo.gov/financial-admin-services/special-education-finance
More details specific to Missouri Preschool Project are located at: http://dese.mo.gov/early-extended-learning/early-learning/missouri-preschool-program
More details specific to Child Care Development Fund Grant are located at: http://dese.mo.gov/early-extended-learning/early-learning/missouri-preschool-program
For Enhancement Grants physical improvement(s) of existing facilities must have a direct relationship to, and effect on instruction in grant-eligible courses in specific occupationa detailed limitations on this, and other allowable expenditures can be found in the Vocational-Technical Education Enhancement Grant Administrative Planning Guide, beginning on account-finance/grants.

Provide an estimated project start date: [   ] mm/dd/yyyy

Provide an estimated project finish date: [   ] mm/dd/yyyy

Provide an estimated final invoice submission date: [   ] mm/dd/yyyy

* Please note: If the purchase date is prior to the substantially approval date, the use of funds for this project will not be approved.

The compliance statement check box must be checked in order for the page to save. Check the box, click Save, then continue to the next page.

☐ certify to the best of my knowledge, I agree to comply with specific requirements stated above relating to any construction, alteration/renovation, real estate, or bus/vehicle purchases.

The total dollar amounts saved on the Capital Outlay page (Figures 9A and 9B) will automatically populate to the appropriate function/object code area of the Budget Grid page.

FIGURE 9A

Administration Costs							
Administration Costs Subtotal							0.00
ESEA Total Distributed From Schoolwide Pool							0.00
Total Distributed to Schoolwide Pool			Maximum Allowed for Schoolwide Pool				0.00
GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	25462.50	0.00	25462.50
	6100 Certificated Salaries	**6150** Noncertificated Salaries	**6200** Employee Benefits	**6300** Purchased Services	**6400** Materials & Supplies	**6500** Capital Outlay	**6600** Other	**Total**

FIGURE 9B

Accounting Manual	**6100** Certificated Salaries	**6150** Noncertificated Salaries	**6200** Employee Benefits	**6300** Purchased Services	**6400** Materials & Supplies	**6500** Capital Outlay	**6600** Other	**Total**
Family and Consumer Sciences Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1341 Health Sciences Education	0.00	0.00	0.00	0.00	0.00	10125.00	0.00	10125.00
1351 Marketing and Cooperative Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1361 Trade and Industrial Education	0.00	0.00	0.00	0.00	0.00	15337.50	0.00	15337.50
1371 Project Lead the Way	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1390 Other - Career Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	0.00	0.00	0.00	0.00	0.00	25462.50	0.00	25462.50

The balance of the Budget Grid (Figure 9c) will consist of items assigned to no more than two general cost categories: Purchased Services and/or Materials & Supplies. Once this step is complete, the grantee is ready to return to the menu option on the left side of the screen and choose Submittal and Approval.

FIGURE 9C

Accounting Manual	**6100** Certificated Salaries	**6150** Noncertificated Salaries	**6200** Employee Benefits	**6300** Purchased Services	**6400** Materials & Supplies	**6500** Capital Outlay	**6600** Other	**Total**
Family and Consumer Sciences Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1341 Health Sciences Education	0.00	0.00	0.00	0.00	0.00	10125.00	0.00	10125.00
1351 Marketing and Cooperative Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Before the budget application can be submitted, the grantee must read the Core Assurances and Grant Specific Assurances and agree to both of them by clicking on the link and then clicking on the Agree to Assurances button. Click Close to return to the Submittal/Approval (Figure 10).

FIGURE 10

The grantee can only submit the budget application if hard errors do not exist.

Click the Edits button (if applicable) to see if changes are necessary. If hard errors exist, the user will need to return to the appropriate page to correct the errors before they can submit the budget. Hard errors are indicated with an E in the Edit Message. The budget application can be submitted if warnings indicated with a W are only displaying as edits.

FIGURE 11

After all hard errors have been corrected click the Submit button (as shown in Figure 10).

If the submit date is before July 1, the substantially approved date automatically sets to July 1. The grantee may not begin obligating Enhancement Grant funds prior to the substantially approved date.

The grantee will receive an automated email from DESE indicating if the application was approved or disapproved. The email will be sent to the Enhancement Grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **Grantees must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.**

Although FY25 grants have either been approved, fully or conditionally approved, this step is a requirement of ePeGS to allow financial administration to be run through the system.

If for any reason the budget application is disapproved, log back in to make necessary corrections and resubmit.

PART B – BUDGET REVISIONS

Grantees have the opportunity to request budget revisions from July 1, 2024, through February 28, 2025. However, the preferred deadline for budget revisions is December 31, 2024. Movement of money can be from one program area to another, provided that the recipient program was included in the original grant request for FY25. Grantees must comply with allowable and unallowable costs as described under Guidance on Financial Allowances and Limitations section found in this manual.

DESE approval of the proposed revision will require the grantee to demonstrate how the revised expenditure of funding will better enable one or more programs to meet their short- or long-term improvement plans. Likewise, if the revised budget will include items not yet authorized by DESE, but intended for partial payment by grant funding, the grantee must provide a description which includes:

- The building (or campus) and classroom where the item(s) will be housed;
- The name of the teacher who will be teaching the grant-eligible content, the program area, education level, CIP code, and course title for which the item(s) is intended for use;
- Whether the item is categorized as instructional equipment; non-consumable instructional supply or material; software/curriculum; network or Internet installation/service contract/maintenance agreement; instructor training; storage cabinets; or renovations; and
- A description of the item(s) including the number of units, the estimated unit cost and total cost; and the estimated reimbursement, per unit and per line item if multiple units are proposed for purchase.

Grantees should provide all narrative information related to revisions in the text box located in ePeGS. Capital outlay and budget revisions will also be placed in ePeGS. (Note: this must be sufficient in detail as approval/disapproval decisions will be made based upon this information. This is an auditable record of your grant activity.)

To revise the budget application, access the budget application as described in Part A of this appendix. To begin the revision process, click the Create Revision link under Budget Application on the Grant Summary page (see Figure 12).

FIGURE 12

Update the budget application pages where needed using the steps in Part A of this appendix, then compare changes made in revised budget grid to the last approved budget grid by clicking on the Compare Budget Grids button. This will bring up the grid comparison report which displays both the **unapproved** budget revision and the last approved budget. **Cells marked with an * denote changes made to the budget as a result of the proposed revision**.

After eliminating any errors, click the Submit button.

PART C – PAYMENT REQUESTS

All grant funds must be **incurred and expended**, not merely encumbered, prior to submitting the Final Expenditure Report (FER) and all requests for reimbursement of expenditures with grant funding shall be submitted by the grantee no later than that same date. The grantee is highly encouraged to have all funds incurred, products received, and funds expended by April 1, 2025, to assure that the FER can be submitted not later than May 31, 2025. To request payment/reimbursement of authorized expenditures, access the budget application as described in Part A of this appendix.

Important Note: As addressed elsewhere in this appendix, the grantee will compute the amount of funding that is due for reimbursement and enter that amount, **not a unit cost,** for an item or a tally of unit costs for a series of items. Those items that have been approved by DESE as authorized Instructional Equipment purchases shall be entered into ePeGS and reimbursed at 75 percent of the actual purchase price while all other authorized costs will be reimbursed at 50 percent of the actual purchase price.

Unit costs are authorized by DESE during the grant application review process. Grantees may not exceed that purchase price and/or the total amount budgeted for the respective line item on the Approved EGFV4 by more than

10 percent of the approved amount without prior DESE authorization. Purchases for an amount lower than that authorized may be submitted for line item reimbursement without prior consultation or consent by DESE.

Following are general guidelines pertaining to Enhancement Grant budget management and requests for reimbursement:

- Payment requests cannot be completed until an initial budget application has been approved through the ePeGS system.
- Enhancement Grant funds may be requested the first (1) or twentieth (20) of each month. Schools are encouraged to regularly review local grant expenditures and request reimbursements as appropriate.
- Expenditures in the payment request can only be requested where funds have been budgeted and expended for that fiscal year, based on the current iteration of the approved budget application.
- Actual cumulative year-to-date expenditures must be entered in the payment request grid, as payments requested must be for reimbursement of expenditures already incurred by the LEA.
- The ePeGS system will automatically calculate the payment request amount based on the actual cumulative year-to-date expenditures minus the amount paid to date.
- A 10 percent variance in the payment request amount compared to the budgeted amount is allowed for each object code (column) total. To calculate the 10 percent variance, take the total amount budgeted in the budget grid and multiply by 10 percent. This is the calculated amount that each object code (column) total on the payment request can be increased from the original budgeted column total without exceeding the total funds available. If any object code (column) totals being requested exceed the calculated 10 percent variance, a budget revision must be created and approved prior to the payment request.
- Payments may be requested two times per month.
- Payment requests cannot be submitted if an application is in submitted status.
  - All payments must be requested by May 31, 2025, as the system will not accept requests after that date.
  - Submitting the FER is required. Payments will be held from processing if the prior year FER has not been submitted and is past the due date.

In order to request a payment from within the ePeGS system, the grantee should first select the web link Payment Request (Figure 13) and then the web link for Create Payment Request (Figure 14).

FIGURE 13 (disregard dates shown in this example)
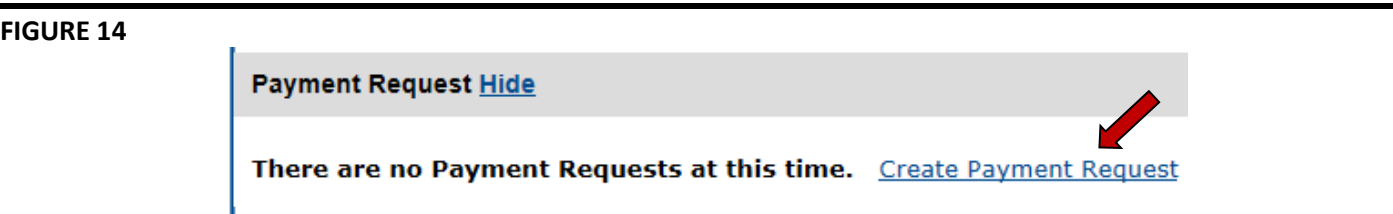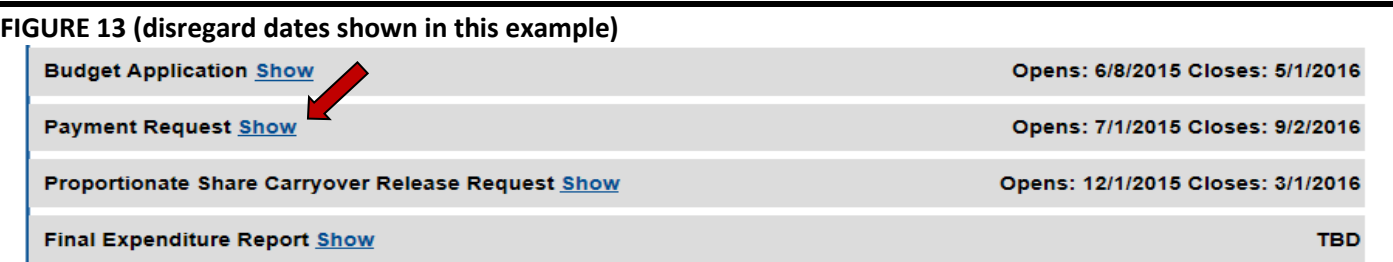
FIGURE 14

Expenditures can only be entered in the payment grid where funds have been budgeted in the last approved budget application.

FIGURE 15

Payment Grid - Career Education Enhancement Grant

Payment Request Amounts will be automatically calculated based on actual cumulative expenditure data. The formula used to calculate the payment request amount is:

Actual Cumulative Program Year Expenditure to Date - Amount Paid to Date

Expenditure cells will be grayed out where $0.00 has been budgeted.

Current Funds Available:	$ 69,933.50
Amount Budgeted (INITIAL):	$ 34,750.00
Amount Paid To Date:	$ 0.00
Balance Available:	$ 34,750.00
Monthly Payment Amount:	$ 30,500.00

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1311 Agricultural Education	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	250.00 / 150.00	500.00 / 450.00	2500.00 / 2500.00	0.00 / 0.00	3250.00 / **3100.00**
1321 Business Education	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / **0.00**
1331 Family and Consumer Sciences Education	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / **0.00**
1341 Health Sciences Education	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	500.00 / 500.00	500.00 / 500.00	5000.00 / 5000.00	0.00 / 0.00	6000.00 / **6000.00**
1351 Marketing and Cooperative Education	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / **0.00**
1361 Trade and Industrial Education	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	20000.00 / 15900.00	0.00 / 0.00	20000.00 / **15900.00**
1371 Project Lead the Way	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	0.00 / **0.00**
4000 Facilities	0.00	0.00	0.00	0.00	0.00	5500.00	0.00	5500.00

Administration Costs

Administration Costs Subtotal		0.00 / 0.00

Grand Total	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00	750.00 / 650.00	1000.00 / 950.00	33000.00 / 28900.00	0.00 / 0.00	34750.00 / 30500.00

Payment Request Amount 30500.00

Once the grantee has entered the amounts for which reimbursement will be requested, the process should progress to the certification box. At this step, the grantee should enter any comments pertinent and necessary to expedite payment by DESE, check the assurance box and save the request (see Figure 16). These comments are auditable records and should explain any significant variances between the currently approved budget and the payment request. Generally, a 10 percent variance is considered significant.

FIGURE 16

District/LEA Comments:

DESE Comments:

☐ By submitting this payment request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. In addition, I certify that the Federal or State funds requested have been spent and are being requested on a reimbursement basis. I am also aware that Federal funds requested are in accordance with the Cash Management Improvement Act (2 CFR Part 200.305) for the purpose and condition of the grant or agreement.

Before the submit button will appear, you must save and resolve all errors.

[Save] [Payment History] [Payment Grid Print]

If the Edit button appears, view the edits by clicking the button and fix all hard errors (hard errors will be indicated with an (E) before resaving and submitting.

FIGURE 17

The grantee will receive an automated email from DESE indicating if the payment was approved or disapproved. The email will be sent to the Enhancement Grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **The grantee must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.** If the payment request is disapproved, log back in to make necessary corrections and resubmit.

If a payment request is in a submitted status, the grantee may revise the payment request if necessary. Revising a payment request will put the payment back in created status and it will not be processed until it is resubmitted and approved. If the grantee needs to revise a payment request while it is in approved status, the grantee will need to contact the DESE fiscal contact for assistance.

FIGURE 18 (disregard the date shown in this example)

To revise a payment request the grantee should go to the Grant Summary screen under Payment Request and click on Revise Payment Request (Figure 18). Then click OK to delete the current payment request (Figure 19). This will pull the request as initially submitted out of the monthly payment. The payment will need to be resubmitted by the payment deadline in order for the payment to be processed in the monthly school payment.

FIGURE 19

The payment request will be in created status once the OK button has been selected (Figure 20).

FIGURE 20 (disregard the date shown in this example)

Payment Request Hide		Opens: 6/1/2015 Closes: 9/2/2016

Version	Status		Activity Log
			Revise Payment Request
Request 1	CREATED on 6/9/2015 9:18:15 AM by SETEST30		view

Update the payment request where needed using the steps in Part C of this appendix. Then once all hard errors have been corrected click the Submit button.

Follow the same process to submit subsequent requests, which can only be done after the most recent request has been processed. A record of payment requests and related action will be displayed in Payment Request screen (Figure 21).

FIGURE 21 (disregard the date shown in this example)

Payment Request Hide		Opens: 7/1/2014 Closes: 9/2/2015

Version	Status	Activity Log
		Create Payment Request
Request 6	PAYMENT PROCESSED on 5/12/2015 4:30:28 PM by FTPPROCESS	view
Request 5	PAYMENT PROCESSED on 4/14/2015 1:00:43 PM by RBURKHAR	view
Request 4	PAYMENT PROCESSED on 3/9/2015 2:41:58 PM by RBURKHAR	view
Request 3	PAYMENT PROCESSED on 2/11/2015 8:00:31 AM by RBURKHAR	view
Request 2	PAYMENT PROCESSED on 1/13/2015 2:02:05 PM by RBURKHAR	view
Request 1	PAYMENT PROCESSED on 12/11/2014 10:38:35 AM by RBURKHAR	view

PART D – FINAL EXPENDITURE REPORT

The Enhancement Grant Final Expenditure Report (FER) is to be submitted April 15 through May 31, 2025. The FER can be used to request final reimbursement of Enhancement Grant funds that have not already been requested by the LEA. The final payment will be paid in the next monthly school payment after DESE approval of the FER. DESE is under no obligation to approve payment requests submitted after the deadline, or to award another Enhancement Grant to the grantee for the subsequent fiscal year.

FIGURE 22

Access the FER by clicking on Show (Figure 22) and then Create FER (Figure 23).

FIGURE 23

Final Expenditure Report Hide

There are no Final Expenditure Reports at this time. Create FER
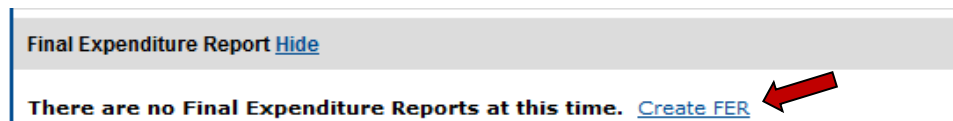
The FER can be accessed by grantees between April 15 and May 31, 2025, and should be reported in the FER grid. The total amount entered in the FER grid may not exceed the total funds available amount.

A 10 percent variance in the FER grid amount compared to the budgeted amount for FY25 is allowed for each object code (column) total. To calculate the 10 percent variance, take the total amount budgeted in the budget grid and multiply by 10 percent. This is the calculated amount that each object code (column) total on the FER grid can be increased from the original budgeted column total. If any object code (column) totals being reported exceed the calculated 10 percent variance, a budget revision must be created and approved prior to submitting the FER.

Expenditures reported in each function code in the grid must match or be cross-walked to the LEA's general ledger. Do not round expenditures reported in the FER grid. Expenditures can only be entered on the FER grid where funds have been budgeted in the last approved budget application for the same fiscal year. These amounts will appear in the top portion of each cell on the FER grid. Enter the <u>actual amount</u> of Enhancement Grant funds expended in the lower portion of each cell.

Click the Assurances check box and Save button to total and save the FER grid. This will calculate the Final Payment Amount, if any, for Enhancement Grant funds. Click Continue or Save and Continue to be directed to the next page.

The summary table at the top of the page will display the grantee's 2024-25 Enhancement Grant expenditures and the FER payment amount the grantee can expect to receive. An assurance statement displays at the bottom of the page.

If the red edit button is visible, view the edit(s) by clicking the button (make sure your pop-up blocker is not on). Hard errors (E) must be fixed before the grantee is allowed to submit. The FER can be submitted if only warnings (W) exist. Click the Submit button to submit the FER.

FER Submitted Status:
1. Submitted Zero Payment – Grantee has already requested their Enhancement Grant funds and will not receive another payment.
2. Submitted – Grantee has not requested all of their Enhancement Grant funds and will receive their final payment once the FER is approved.
3. Submitted Overpayment – Grantee has requested more Enhancement Grant funds than what was actually expended. Grantee will need to submit a refund check for the overage.

The grantee will receive an automated email from DESE indicating if the FER was approved or disapproved. The email will be sent to the Enhancement Grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. The grantee must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date. If disapproved, log back in to make necessary corrections and resubmit.
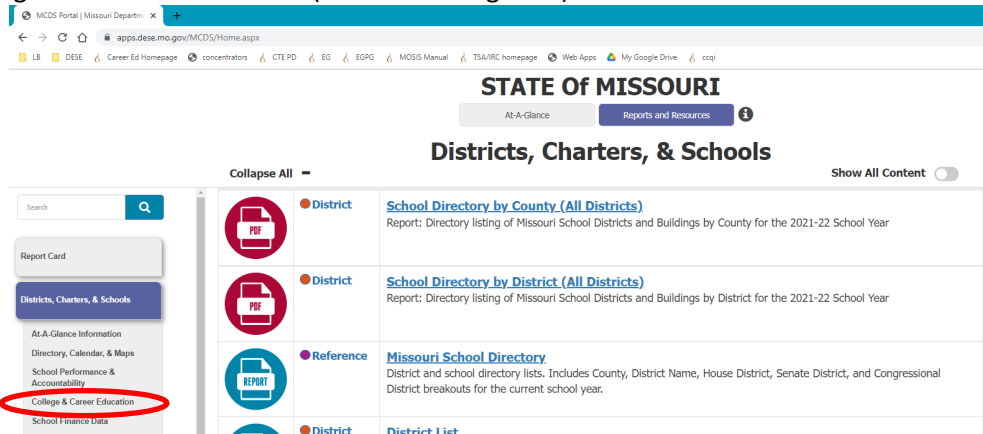
APPENDIX IX
CONCENTRATOR REPORT
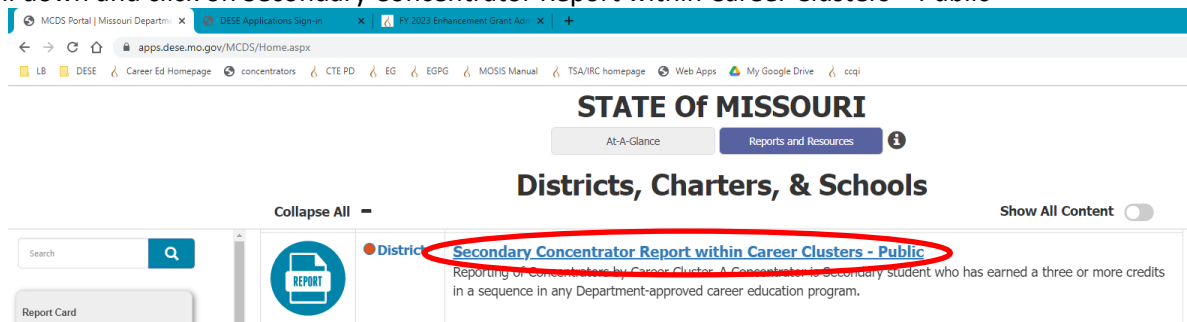**https://apps.dese.mo.gov/MCDS/Home.aspx.**

1. Click on Reports and Resources

2. Click on College and Career Education (left-hand navigation)

3. Scroll down and click on Secondary Concentrator Report within Career Clusters – Public

4. Change the Level to District or Consortium, select your district from down-down list, choose the most current School Year, Click View Report (you'll need the three most current school years to get the three year average). See appendix II for cluster number description.
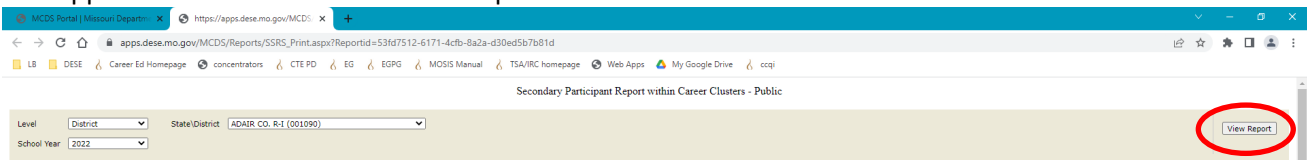
1. The program must have and continue to operate an advisory committee that includes parents/guardians, students, administration, and community/business/industry representatives with a relevant background.
2. The program must report state required performance measurement data, if applicable.
3. The program must comply with Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR Part 100; Title IX of the Education Amendments of 1972 (Title IX), 34 CFR Part 106; Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104; Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 appendix B; and Title II of the Americans with Disabilities Act of 1990 (Title II), 28 CFR Part 35.
4. The program's teacher(s) or teacher(s) of record must have appropriate Missouri CTE certification/licensure to include any teacher offering supplemental virtual instruction.
5. Facilities and equipment must be safe, adequate, and appropriate to meet program goals and content standards.
6. Articulation/Dual credit agreements must be implemented with the appropriate postsecondary institution within one year of program startup.
7. The in-person CTSO provider must apply for the charter/affiliation and operate all CTSO programming at the approved building of the program through an approved CTE teacher of record.
8. A fully-aligned, competency-based curriculum must be developed prior to beginning instruction.
9. Current state program standards and any additional CTE program area minimum standards must be met.
10. Missouri Course Access and Virtual School Program (MOCAP) or other online, virtual, or computer-based courses must align to the current CTE program area standards and competencies, have an appropriately certified teacher of record, and be a course included in a DESE-approved CTE program area for all supplemental instruction.
11. The program must transition to the appropriate program of study.
12. Students must have an opportunity to earn three credits in a program of study/pathway.
13. The Common Criteria and Quality Indicators (CCQI) program evaluation tool will be submitted as prescribed by DESE, along with any required CTE program area minimum standards documentation.

The secondary programs listed on the EGFV4 must be in compliance with these approved program assurances. (Please note that certain assurances can and will be verified.)

REQUIRED: DUE MAY 15, 2025

The grantee is required to submit a project summary that describes the accomplishments made toward the implementation of their current plan for Career and Technical Education (CTE). An advisory committee with no fewer than twelve (12) members shall be established by each eligible LEA prior to a grant award. This committee shall be composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high-wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient receives an initial grant under the grant award program. It is anticipated that most FY25 Enhancement Grant recipients will have had previous grants and already have a CTE program improvement, and/or short- or long- term plans in place. This plan is usually aligned to the building and CSIP plans already in place in school districts. Postsecondary institutions should also have program plans in place that drive decision-making for CTE.

Schools may wish to address the following when writing their project summary:
1. Identify the programs that were impacted with FY25 Enhancement Grant Funds
2. How many students were impacted by the grant funds for each program funded
3. Discuss major accomplishments for each program that directly relates to Enhancement Grant funding
4. Discuss objectives that were not met during the FY25 Enhancement Grant cycle and reasons for their not being met
5. Describe the extent to which Enhancement Grant funding contributes to program improvement and/or continued program viability
6. Both quantitative and qualitative data, when available, should be included in the report

The project summary should be submitted via email to the DESE Program/Budget Contact at Lori.Brown@dese.mo.gov or to enhancement@dese.mo.gov not later than May 15, 2025. **Please place Enhancement Grant FY25 Project Summary in the subject line of your email.**